



AGENDA
RIO DELL CITY COUNCIL
REGULAR MEETING – 6:30 P.M.
TUESDAY, FEBRUARY 16, 2016
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL MATTERS

- 1) 2016/0216.01 - Proclamation in Recognition of Engineer's Week February 21-27th

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E. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

F. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".

- 1) 2016/0216.02 - Approve Minutes of the February 2, 2016 Regular Meeting (**ACTION**) 2
- 2) 2016/0216.03 - Approve Appointment of Nick Angeloff, Billy Joe Long and R. L. "Bud" Leonard to the Rio Dell Planning Commission for terms expiring December 31, 2018. (**ACTION**) 13

G. ITEMS REMOVED FROM THE CONSENT CALENDAR

H. SPECIAL PRESENTATIONS/STUDY SESSIONS

I. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) 2016/0216.04 - Scope of Services for Contract with Rio Dell-Scotia Chamber of Commerce (**DISCUSSION/POSSIBLE ACTION**) 23
- 2) 2016/0216.05 - Direction on Application for Measure Z Funding (**DISCUSSION/POSSIBLE ACTION**) 25
- 3) 2016/0216.06 - Approval of Proposed Website Redesign and Authorizing City Manager to Execute Services Agreement with Precision Intermedia for Development and Hosting of Proposed Website (**DISCUSSION/POSSIBLE ACTION**) 34
- 4) 2016/0216.07 - Authorize City Manager to continue discussions with Habitat for Humanity and provide conceptual approval of the overall plan for Habitat for Humanity parcel at 61 Monument Road (**DISCUSSION/POSSIBLE ACTION**) 38

J. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2016/0216.08 - Approve Resolution No. 1287-2016 Adopting a Sanitary Sewer Management Plan (**DISCUSSION/POSSIBLE ACTION**) 42

K. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director - Check Register for January 2016 80
4. Community Development Director

L. COUNCIL REPORTS/COMMUNICATIONS

M. ADJOURNMENT

*The next regular meeting will be on March 1, 2016
at 6:30 p.m. in City Hall Council Chambers*

**PROCLAMATION OF ENGINEER'S WEEK
FEBRUARY 21st through 27th, 2016**

WHEREAS, America's Engineers transform ideas into reality, solving problems using science and technology to produce services and systems to better serve the needs of society; and,

WHEREAS, Engineers serving the City of Rio Dell, the State and the Country, work to design and construct the following types of projects:

- | | |
|----------------|------------------------------|
| ▪ Airports | ▪ Bridges |
| ▪ Roads | ▪ Buildings |
| ▪ Railroads | ▪ Water Systems |
| ▪ Harbors | ▪ Flood Control Facilities |
| ▪ Parks | ▪ Wastewater Treatment |
| ▪ Subdivisions | ▪ Seismic Safety Projects |
| ▪ Surveys | ▪ Environmental Enhancements |

WHEREAS, Engineers strive for quality, economy and the betterment of life of our community; and,

WHEREAS, throughout the Nation the week of February 21st through the 27th 2016 is being recognized as National Engineer's Week, coinciding with George Washington's birthday, our nation's first engineer,

NOW, THEREFORE, BE IT RESOLVED that the City of Rio Dell, in recognition of the contribution of Engineers to society and in an effort to promote the interest of the youth in the community in math, science and engineering, does hereby declare the week of February 21st, 2016 as Engineer's Week in the City of Rio Dell.

February 16, 2016

Frank Wilson, Mayor

**RIO DELL CITY COUNCIL
REGULAR MEETING
FEBRUARY 2, 2016
MINUTES**

The regular meeting of the Rio Dell City Council was called to order at 5:00 p.m. by Mayor Wilson.

ROLL CALL: Present: (Closed Session) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Thompson

Others Present: City Manager Knopp and City Attorney Gans

Present: (Regular Meeting) Mayor Wilson, Mayor Pro Tem Johnson, Councilmembers Garnes, Marks and Thompson

Others Present: City Manager Knopp and Finance Director Woodcox

Absent: Community Development Director Caldwell, Chief of Police Hill, Water/Roadways Superintendent Jensen, Wastewater Superintendent Chicora and City Clerk Dunham (excused)

CLOSED SESSION

Public Employee Performance Evaluation – Title: City Manager

The Council recessed into closed session at 5:00 p.m. with City Manager Knopp and City Attorney Gans.

The Council reconvened into open session at 6:30 p.m.

Mayor Wilson announced there was no reportable action taken in closed session.

PUBLIC PRESENTATIONS

Nick Angeloff reported that Wildwood Days committee meetings will be starting back up; things were gearing up for the upcoming Little League season; and confirmed February 23, 2016 as the next regularly scheduled Planning Commission meeting.

Linda Freitas addressed the Council regarding her water/sewer bill and said her bill for her 4-unit apartment building went from \$370.00/month to \$425.00. She commented that the increased rates make it impossible for landlords to make any money.

CONSENT CALENDAR

Mayor Pro Tem Johnson noted a correction to the January 19, 2016 minutes and said he called the meeting to order rather than Mayor Wilson as stated.

Motion was made by Johnson/Garnes to approve the consent calendar including approval of minutes of the January 19, 2016 regular meeting as corrected. Motion carried 4-0; 1 abstain (Mayor Wilson).

SPECIAL PRESENTATIONS/STUDY SESSIONS

Mid-Year Budget Review/Approve Resolution No 1286-2016 Mid-Year Amendments to FY 2016-2016 Operating and Capital Budget

Finance Director Woodcox stated her presentation on the Mid-Year Budget will include a look at the general fund, streets funds, expenditures by department, and the enterprise funds.

Beginning with the general fund, she reported a total of \$147,160 in revenues received as of December 31, 2015 (15%), of the \$902,909 budgeted. She explained that because of the modified accrual basis of accounting, revenues are only recorded up to the point in time they are actually received so there are revenues for the mid-year period that have not yet been received or recorded such as property taxes collected by the County and In-Lieu Vehicle License Fees.

She pointed out that Measure U revenues exceeded the budgeted amount by \$14,910 during the first quarter.

Revenues for the streets funds were reported at 44% with Highway User Tax revenue stronger than anticipated at 54%. Finance Director Woodcox said this is good since the Streets appropriations were funded out of reserves by 29% or \$83,278.

Councilmember Thompson questioned the stability of the Gas Tax funding and the various pilot programs being proposed to fund highway improvement projects.

Finance Director Woodcox stated that she didn't anticipate funding going away and that there is legislation being proposed to increase vehicle license fees by \$65.00 for each registered vehicle, of which a portion is allocated to counties and cities. She said according to the calculations online, the City's annual allocation would amount to approximately \$54,000. She noted that also being discussed is an increase in the tax on diesel fuels. She pointed out that it is well recognized that statewide, roads and streets are billions of dollars underfunded.

FEBRUARY 2, 2016 MINUTES
Page 3

Next was review of general fund expenditures by department. Total general fund expenditures were budgeted at \$2,562,319 with actual expenditures as of December 31, 2015 reported at \$1,206,935 (47% of appropriations).

Finance Director Woodcox said generally there are no problems but pointed out a couple of areas where expenditures are running a little over budget that may require a budget amendment. She explained the general government department was reopened when the Community Development Director's salary basically had nowhere to go. She adjusted the Planning and Building department budgets and allocated a portion of that salary to the general government budget but with that includes a small amount of administration fees. She she di not however; budget for those fees at the beginning of the year when the budget was adopted. She noted that she may be able to transfer costs from the Planning budget so the costs may already be accounted for.

She also reported the Police department expenditures at a little over budget at 54% of appropriations which she attributed to training costs and overlapping schedules. She said the solution is not forthcoming because the goal of the police department is to provide 24-7 coverage and with only five (5) sworn officers, costs sometimes exceed the budget.

Councilmember Thompson asked if officers are still working a lot of overtime.

Finance Director Woodcox stated that training of the two (2) new officers is complete so there won't be as much overlapping of schedules however; there naturally seems to be quite a bit of overtime. She said with the new hires, the overtime should lessen.

Mayor Wilson questioned whether the police department is operating on 24-7 coverage or 20-7 coverage and said the idea of having a sixth officer is to be able to go back to full 24-hour coverage.

City Manager Knopp commented that currently it is closer to a 20-7 coverage.

Finance Director Woodcox noted that if a cost analysis was done it would probably show that adding another officer may actually result in minimal expense because of the potential reduction in overtime costs.

Mayor asked staff to do a cost comparison between the current overtime costs versus the cost of hiring a sixth officer.

Finance Director Woodcox reported expenditures for Public Works at 44% of appropriations as of mid-year and are looking good.

She explained the enterprise funds, consisting of the building fund, water funds and sewer funds are set up so revenues do not exceed the actual cost of operating the system.

Building fund revenues were reported at \$28,146; 85% of budget with expenditures to date at \$19,476; 39% of budget.

Finance Director Woodcox explained the Building Fund budget included a \$17,000 subsidy from the general fund and said it is looking very positive that the revenues at year- end will exceed the \$33,000 budget which means that any additional revenue will be kept in reserves and essentially reduce the General Fund subsidy for the upcoming budget.

Staff then provided a breakdown of how water operations are funded with 27% from reserves; 65% from water service revenue; 2% water damage replacement; 1% shut-off fees; 3% late fees; and 1% water connection fees. City-wide revenues for the water funds were reported at 41% at mid-year.

Finance Director Woodcox proceeded with an analysis on the water rate increase. She said for the first half of the fiscal year, water revenues averaged around \$65,000/month; the first month of the increase revenues increased to \$83,000 representing a 28% increase. She noted if that trend continues the annual water revenue will be at \$976,000; \$4,400 more than estimated. She pointed out that it is premature to give a revenue forecast at this point since revenues can fluctuate significantly from month to month due to water consumption.

Mayor Wilson asked for a quarterly update to the Council on water revenue data.

Next was review of a water funds comparison to the prior year with a 37% increase in water expenditures reported at mid-year. It was pointed out that there was very conservative spending in the water department the prior year due to the negative reserve fund balance.

Finance Director Woodcox reported capital projects at 172% of appropriations and said the reason for that is because there are \$37,000 of expenditures related to the Metropolitan Wells Project that will be reimbursed as well as \$4,600 in costs for engineering costs related to the Capital Improvement Plan (CIP).

Revenues at mid-year for the sewer funds were reported at 54% of the sewer rate targeted annual revenue of \$1,167 million; slightly higher than predicted.

Staff explained the budgeted expenditures city-wide for the sewer operations fund are at 59%. Also noted was that sewer expenditures are a little skewed because of the \$302,000 debt service payment made in October.

Finance Director Woodcox said as the Council is aware, the County granted the City \$35,569 of Measure Z money to provide for part-time admin support in the police department. She said what this does is gives police officers more time out in the field, allows them more time to handle more walk-in traffic, provides code enforcement support, and alleviates the budget by \$35,569. She noted to date, the total budget savings is \$16,701.

Related to code enforcement, it was reported there were 51 complaints received; 35 of which were resolved so the results of that activity are positive.

In summary, city-wide revenues across all funds are at 47% of budget and appropriations are at 52%. Items identified at mid-year as budget amendments were presented under Resolution No. 1286-2016 and included:

- Increase of \$35,569 in revenue to include Measure Z funding
- Transfer of \$800 from general fund contingency to the City Council budget for the 50th Anniversary expenditures
- Transfer of \$14,000 from general fund capital projects to the streets funds capital projects
- Repayment of loan from the water fund to the general fund in the amount of \$65,400

Staff provided a brief recap of the five (5) items identified at mid-year that are trending towards exceeding the budget at year-end. With sewer revenues up slightly, staff commented that the Council may want to look at the rates during the next budget process.

Another point was that the City Council budget may exceed appropriations by year-end which is mainly the result of the fire department water/sewer billings; 66% at mid-year.

Mayor Wilson asked for clarification that the \$14,000 was already budgeted; Staff clarified that the money was budgeted in the general fund under capital projects and is simply being transferred to the street funds capital projects.

City Manager Knopp pointed out that the \$14,000 went toward preventative maintenance to try and prevent larger issues from cropping up including crack sealing and replacement of the culvert on Blue Slide Road.

Motion was made by Johnson/Thompson to approve Resolution No. 1286-2016 *Approving Mid-Year Amendments to the Operating and Capital Budget for FY 2015-2016*. Motion carried 5-0.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Discussion on Animal Control Services

City Manager Knopp provided a staff report and said this item is before the Council as the result of the comments made by Shannon Miranda at the last meeting. He said animal control is currently the responsibility of the Police Department however; Chief Hill was unable to be present so he will be following up with the Council at a subsequent meeting on the current status of animal control.

He reported that he and Chief Hill did meet with Shannon Miranda to discuss animal control services and came up with a temporary arrangement and will be meeting again to continue discussions with regard to the best way to move forward with animal control in the City.

He explained that the status today is that any animals not claimed by their owners from Fortuna will go to Miranda's Rescue for the time being. He said the City currently pays Fortuna \$200 per animal and from there; a vast majority of those animals are reclaimed by their owners. Any unclaimed animal will then be accepted by Miranda's Rescue.

Also discussed with Shannon Miranda was potentially engaging into a contractual arrangement with Miranda's Rescue for animal control services in the future. He said the City terminated the contract with them a few years ago over issues with numbers of animals handled and the contract price.

He provided the Council with a spreadsheet of Animal Control expenditures going back from FY 2006-2007 to current.

City Manager Knopp said for this fiscal year, there is \$6,500 budgeted for animal control services however; it is anticipated expenditures will exceed that amount. He said for a city of this size, it doesn't have the resources to fund an animal shelter or house animals overnight so that is not really an option.

He noted that he is exploring other options for animal control services; one of which is possibly contracting with the Humboldt County Sheriff's Department for those services. Also, the City of Fortuna has indicated that the current status quo arrangement is acceptable however; that potentially could change down the road.

City Manager Knopp commented that the ultimate goal is to get a written contract over a period of time that is very clear about how animals are handled and believes developing a strong contract is one of the ways to assure the City gets a high quality of service.

Councilmember Thompson stated when Shannon addressed the Council it was a little confusing because he said that when animals come into his facility, the City pays for that animal. He said the City has animals coming into the police department and the City takes necessary steps to

Care for them then attempts to recover costs from the pet owner. He asked if that came up in discussions with Shannon.

City Manager Knopp said there is the other side of the issue which is enforcement of the City's ordinances in terms of fines and charges for people who are basically not responsible pet owners. He stated that the Chief is better qualified to address fines and impound fees.

Councilmember Marks asked how many hours a month is spent on animal control by the police department.

City Manager Knopp said he believes during the last calendar year there were around 44 dogs/cats handled by the police department but the time involved with each animal varies depending on the situation.

He pointed out that the City does not have a fully dedicated animal control position so public safety comes first.

Mayor Wilson called for public comment on the issue of animal control in the City.

Alice Millington stated that the City Manager mentioned that animals go to Fortuna and from there will go to Miranda's Rescue. She said she spoke to Shannon and he said he was afraid he left staff with the impression that he would be taking Rio Dell animals from Fortuna which is not the case as he will not be accepting them. She suggested staff clarify the intent.

Also, as a director of *Bless the Beast* she wanted to mention that their organization has funds for spaying and neutering of animals and when she went through the police reports (99 or so), there were several cases where spaying or neutering could have prevented, eliminated or solved problems. She asked that it be relayed to the police department to not hesitate to give her contact information out if funds are needed for those services.

City Manager Knopp stated that staff will be reporting back to Council as discussions move forward.

Discussion on Downtown Parking Lot

City Manager Knopp provided a brief update on the Downtown Parking Lot/UV Charging Station Project and said the second phase of the project is almost finished which is the installation of the level 2 charger and the trickle charger for the ADA space.

He noted that there has been a slight delay with the project due to the weather and PG&E's schedule. Also, there were some problems with the level 2 charger and a couple of

components had to be replaced. He said they expect to have the level 2 charger up and running by the end of the week.

The final phase of the project is the improvement of the parking lot including lighting. City Manager Knopp stated that he is still working with PG&E on a quote to get lighting on site.

He said the other portion of the aesthetic imprint is the concept of placement of planters on the 3-4 foot section on the north side of the parking lot to create a visual screening of the area. He presented pictures of some suggested planters with plants and asked for input from the Council over the next couple of week on other potential ideas.

The other option for consideration was to install an irrigation system however; staff felt the emphasis should be to put in drought tolerant foliage that staff can water manually.

Other ideas presented included a park let or drinking fountain.

Staff reported there is approximately \$7,100 remaining in the budget with the lighting hoping to come in under \$5,000.

Councilmember Thompson stated that he likes the sample pictures of the planters however; a more appropriate plan might be to utilize the old growth redwood from the old water tank to construct planters. He also expressed concern that the planters may become bathrooms for the people wandering around downtown at night.

Mayor Wilson asked if staff had considered the use of solar for lighting of the parking lot.

City Manager Knopp commented that it had been considered and actually may be significantly cheaper to install as well as eliminating the monthly electricity bill.

Nick Angeloff commented that in moving forward with the lighting it is prudent to plan it out into the future and make it copacetic with the existing structures such as the town clock. He noted that bollards are also good and aesthetically pleasing as well.

Alice Millington pointed out that it seems that since it is an EV charging station, it would be appropriate to go with solar for lighting.

Tim Stack commented on an interesting concept he recently saw on the internet that is basically an inter-woven plant that looks like a fence that will be fully grown in one year and can be planted any height. He indicated that he will do some additional research and drop off the information to staff.

Councilmember Garnes commented that she doesn't think the vegetation should be very dense and that you need to be able to see through it for security purposes.

Mayor Wilson said another thing to keep in mind is the root system of the plants.

REPORTS/STAFF COMMUNICATIONS

City Manager Knopp distributed a written staff report on recent activities and events and said the work with the High Rock Conservation crew is winding down with the last remaining project at the end of Edwards Dr. He said he was very impressed with their work and they were able to take care of some massively deferred projects. He expressed thanks to the neighbors on Pacific Ave. and specifically to Joe Enes for taking the waste materials from the work done in that area.

He also reported that he hopes to have a contract proposal for the Chamber on the February 16th agenda; said a 16 page City Newsletter went out last week and wanted to thank Community Development Director Caldwell for helping to make that happen; staff is working on the contract extension with Eel River Disposal; said the State is making available some of the Proposition 1 funds for stormwater projects as a result of El Nino and urban flooding issues. GHD Engineering will be looking at possible funding to address some of the City's issues such as the Belleview/Ogle drainage. He said the Council budgeted \$45,000 for a drainage study but kind of held off on the final design because of potentially more efficient use of the money. Now, with the Prop 1 funding becoming available, the City has another avenue to explore and perhaps can use the \$45,000 as a cash match or final design.

Staff will be meeting with representatives from Habitat for Humanity to discuss options for the Habitat parcel at 61 Monument Road and hopefully come up with a solution for the property that is in the public's best interest.

Lastly, he said he will be meeting with some web site developers to obtain quotes for upgrading the City Information Technologic (IT) system including email and website design. He noted that the City's domain name will switch to riodel.ca.gov and staff will be bringing back an agreement on February 16th for Council approval.

Finance Director Woodcox reported on recent activities in the finance department and said she attended a SCORE meeting and interestingly enough, Keenan Associates (the City's new health insurance provider) was there giving a presentation on health insurance. She said the City will be receiving a reimbursement of premiums from SCORE and she also learned that there are funds available through SCORE for personnel policies and the firm of Jackson-Lewis can either create or update the City's current personnel policies if the City is interested.

She also reported that she will be attending the annual CSFMO conference the beginning of March and there will likely be discussions on the Highway Users Tax funding so she will bring back information on that issue.

COUNCIL REPORTS/COMMUNICATIONS

Mayor Pro Tem Johnson said he had nothing to report but wanted to comment that he thought the City Newsletter was extremely well done.

Councilmember Garnes asked if the situation with the internet is a problem with the service provider or the web host.

City Manager Knopp said in terms on connectivity, it is the service provider and that there have been some citywide problems with AT&T. He said the City has encountered various problems and the upgrade will definitely be more within the main stream of what kind of service we can expect. As far as email, things will be more transparent and City staff as well as the Council will have new email addresses set up which will be an improvement. In terms of the City website, it is outdated and in need of an upgrade.

Tim Stark commented that he worked in IT for several years and that everyone is basically at the mercy of broadband and when AT&T is down it affects everything from ATM machines to debit/credit card machines because they rely on phone lines to transfer payments. He said there are only two fiber optic connections coming into the area which are the north-south and the east west. AT&T uses the north-south fiber optic and Suddenlink uses a redundancy on the east-west and north-south so if it goes down, they keep conductivity. He said by this time next year AT&T will go on redundancy as well. He added that hosting is where a lot of the problems occur and if the City goes to the ca.gov it will probably go through the State.

Councilmember Thompson commented on the marijuana issue and said the Cities of Eureka and Fortuna have voted to prohibit commercial grows; he requested a study session on the subject at a future council meeting.

Mayor Pro Tem Johnson reported that LAFCo will be doing a Municipal Services Review during the 2016-2017 fiscal year which potentially will lead to a sphere of influence change in the various cities and county. Also, his term will expire June 30, 2016 and they will be going through the process of soliciting for a person to fill the vacancy. He said he has enjoyed serving on the board and would like to be considered for another term.

Councilmember Garnes reported that she attended a cannabis meeting put on by various public officials including Supervisor Fennell, Senator McGuire and Assemblyman Wood and that they

had 12 panelist who spoke; everyone from the Department of Consumer Affairs to Department of Fish & Game to Sheriff Downy. She said they discussed the laws that went into effect January 1, 2016 and how they plan on implementing them. She said the laws won't be fully implemented until 2018 but in the meantime, people are being hired as directors of the various departments. She said Sheriff Downy was pleased with implementation of a Code Enforcement division because it will relieve some of the duties of the Sheriff's office. She noted that the meeting was very interesting and informative.

ADJOURNMENT

Motion was made by Johnson/Garnes to adjourn the meeting at 8:39 p.m. to the February 16, 2016 regular meeting. Motion carried 5-0.

Frank Wilson, Mayor

Attest:

Karen Dunham, City Clerk

**675 Wildwood Avenue
Rio Dell, CA 95562**



TO: Mayor and Members of the City Council
THROUGH: Kyle Knopp, City Manager
FROM: Karen Dunham, City Clerk
DATE: February 16, 2016
SUBJECT: Appointment for Vacancies on the Rio Dell Planning Commission

RECOMMENDATION

Approve the appointment of Nick Angeloff, Billy Joe Long, and R. L. "Bud" Leonard to the Rio Dell Planning Commission to three (3) year terms expiring December 31, 2018.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

There are currently three (3) vacancies on the Rio Dell Planning Commission as the result of the terms of Nick Angeloff, Billy Joe Long and Bud Leonard expiring on December 31, 2015. The Notice of Vacancy was posted on January 20, 2016 with the last day for submittal of applications being February 11, 2016. The notice was also included in the City Newsletter that was sent out on January 29, 2016.

Provided there are no objections or questions from the Council, staff is requesting the Council simply forgo balloting and approve the reappointment of the three (3) applicants since there have been no other applicants wishing to be considered for appointment at this time. The Commissioners will be sworn in and seated at the next regular Planning Commission meeting on February 23, 2016.

ATTACHMENT: (3) Applications for Commission Appointment

JAN 27 2016

RECEIVED



**CITY OF RIO DELL
APPLICATION FOR
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

PERSONAL DATA:Name: Billy Joe LongAddress Where you Reside: 94 Painter St., Rio Dell, CA.Mailing Address (if different): SameHome Phone: (707) 764-3855 Cell Phone: (707) 601-1408Email Address: bill.jlong@psq-2.com**EDUCATIONAL DATA:**High School: Fortuna Union High / River City Senior HighCollege/University: College of The Redwoods**EMPLOYMENT DATA:**Current Employer/Occupation When Employed: Self Employed / I.T. Services

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? ☒ Yes ☐ No

If yes, please list: Planning Commission

Please list any past or present community involvement: Planning Commission
Since 2012.

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: I live,

with my family, in Rio Dell and have a vested
interest in city matters. I have successfully served
on the Rio Dell Planning Commission for the last 3
years, and believe my experience will be of service
to my community.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. ☐ Yes ☒ No

If yes, please explain:

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: 01/26/2016

SIGNATURE: _____



RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodellcity.com



**CITY OF RIO DELL
APPLICATION FOR
PLANNING COMMISSION APPOINTMENT**

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This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

PERSONAL DATA:

Name: _____ Nick angeloff _____

Address Where you Reside: _____ 156 grayland hts rd _rio dell 95562 _____
).

Mailing Address (if different): _____

Home Phone: _____ 707.407.6205 _____ Cell Phone: _____

Email Address: _____ nangeloff.ceo@gmail.com _____

EDUCATIONAL DATA:

High School: _____ Henry m. gunn _____

College/University: _____ humboldt state, Sacramento state _____

EMPLOYMENT DATA:

Current Employer/Occupation When Employed: _self _____

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? ☒ Yes ☐ No

If yes, please list: _____planning commission_____

Please list any past or present community involvement: _____

_____chamber of commerce_____

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community: _____

_____to serve the city of rio dell_____

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. ☒ Yes ☐ No

If yes, please explain:

_____xchamber contract with city_____

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: _____ 2 10 16 _____ SIGNATURE: _____

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodelcity.com

RECEIVED
2-4-16 KD



**CITY OF RIO DELL
APPLICATION FOR
PLANNING COMMISSION APPOINTMENT**

Thank you for expressing your interest in serving the community as an appointed member of the Rio Dell Planning Commission. All applicants must permanently reside within the City of Rio Dell at the time of application. The appointed Planning Commissioner will be required to file a Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 required by California Government Code §87200 et seq. and the City of Rio Dell Conflict of Interest Code.

This application is considered a public record pursuant to the California Public Records Act (Government Code §6520 et seq.) and may be made available to any member of the public upon request.

PERSONAL DATA:

Name: RICHARD L. (BUD) LEONARD

Address Where you Reside: 300 WOODLAND AVE

Mailing Address (if different): _____

Home Phone: 707 764-1947 Cell Phone: 707-845-0026

Email Address: LENCOM3@SBEGLOBAL.NET

EDUCATIONAL DATA:

High School: WATSONVILLE 1940

College/University: HARTWELL, OKLA BAPTIST UNIV.

EMPLOYMENT DATA:

Current Employer/Occupation When Employed: RETIRED, COMMUNITY SALES

GENERAL INFORMATION:

Do you currently serve on a City Board or Commission? X Yes _____ No

If yes, please list: RIO DELK PLANNING COMMISSION

Please list any past or present community involvement:

FOURTEEN YEARS RIO DEL CITY COUNCIL
1996-2008 - I ATTENDED 562 MEETINGS
AS REPRESENTATIVE FOR RIO DEL

Please explain why you are interested in the appointment and what you, as a City Planning Commissioner, would offer to the Planning Commission and the community:

WOULD LIKE TO CONTINUE WORKING FOR
R/C DILL

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or entity, or have a contract with or any obligation to any person or entity, that might appear to constitute a conflict of interest for a City Planning Commissioner? For purposes of this question, "entity" specifically includes, but is not limited to, the City of Rio Dell and any entity which receives funds from the City. _____ Yes X No

If yes, please explain:

CERTIFICATE OF APPLICANT:

I certify that: 1) I permanently reside within the City limits of the City of Rio Dell; and 2) all statements made in this application are true and complete. I understand that any false statement or omission of material facts will subject me to disqualification or dismissal.

DATE: FEB 1, 2016 SIGNATURE: Richard J. Leonard

I ALSO HELD A D.O.D, SECRET CLEARANCE
FROM 1956 TO 1984.

RETURN COMPLETED APPLICATION TO:

Karen Dunham, City Clerk
675 Wildwood Avenue
Rio Dell, CA 95562
Phone: 764-3532
admin1@riodellcity.com

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 16, 2016

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on Scope of Services for Contract with the Rio Dell - Scotia Chamber of Commerce

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve or amend the scope of services for the Chamber of Commerce, and authorize the City Manager to execute.

BACKGROUND AND DISCUSSION

On Tuesday, January 19, 2016 the City Council tentatively approved an allocation of \$2,000 to the chamber of commerce from current appropriations budgeted for economic development, allowing the City Manager to negotiate a proposal from the Chamber that outlines how the funds will be spent to address economic development within Rio Dell. The Council further directed that a proposal be returned for approval.

This agenda item follows a request from the chamber for financial assistance.

The City Manager requested that the chamber submit a proposal for \$2,000 to cover a 6 month period. Below are the chambers submissions for the proposed scope of services:

1. Organize and implement quarterly economic development meetings to include the City of Rio Dell, Chamber, business entities, educational representatives, and provide the City of Rio Dell staff and Council with the results of these meetings.
2. Coordinate marketing for events held in the City of Rio Dell (i.e. Wildwood Days, Art Brew and Barbeque, etc.) with the chamber and City of Rio Dell.
3. Attend various regional and statewide economic development functions representing the City of Rio Dell and reporting to City staff and Council.

City staff also added the following two items to the proposed scope:

4. The Chamber will provide weekly updates to the events calendar for the City, including the calendar on the City's new website.

5. Upon request, the Chamber will secure paid advertisers for the city's economic development materials, including but not limited to the brochure and map currently in development, known as the "opportunity roadmap."

Any agreement between the Chamber and the City would also allow the City access to financial documents and reports. While the Chamber is free to report out on its activities during the term of the agreement, it would also be required to present a final report to the Council on its activities on behalf of the City towards the end of the agreement in August of 2016. The agreement is anticipated to last through August of 2016.

This proposal also needs to be clearly defined as a "trial run" whereby the potential exists for similar future agreements or the termination of this approach altogether.

It is requested that the Council review the proposed scope, make amendments if necessary and authorize the City Manager to draft and execute an agreement.

///

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 16, 2016

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding Application for Measure Z Funding

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Provide direction on application for Measure Z and direct the City Manager to make application for funds.

BACKGROUND AND DISCUSSION

Last year, the City of Rio Dell applied for and is receiving grant funding in the amount of up to \$34,569 for clerical support in the Police Department. This support, provided through the Finance Department, provides relief to sworn personnel from regular clerical duties. The support has also focused on code enforcement duties, resulting in a more consistent enforcement of complaints received by the City. Overall the application of Measure Z funding has been a tremendous success.

The city is currently under a February 19, 2016 deadline to submit applications for Measure Z funding for the FY 2016-2017 period.

Staff is proposing submission of two requests. Request number one would be the extension of the prior year's successful grant for part time clerical support for the police department. The amount to be requested for this year totals an estimated \$33,648.96 for 1,456 hours of this support, including departmental expenses and training. Request number two is proposed to include a Community Services Officer position, full time and benefitted at a total cost of 73,324.92. The position would support police services, allowing officers to focus more time on high level crime. With a focus on municipal code enforcement and animal control, services in these areas would drastically improve. The total request between the two proposed applications comes in at a reasonable \$106,973.88.

Costs associated with vehicles and equipment could be applied for through a supplemental Measure Z source set aside for current Z recipients and available for one-time uses.

JONATHAN FLYER, Vice Chair – First District

SHON WELLBORN, Second District

GINGER CAMPBELL, Third District

MIKE NEWMAN, Chair – Fourth District

HELEN EDWARDS, Fifth District



LORA CANZONERI, At- Large

ADAM JAGER, At-Large

BRIAN ANDERSON, Fire Chiefs Assoc.

MIKE DOWNEY, Sheriff's Department

JOHN MC FARLAND, Alternate

GLENN ZIEMER, Alternate

CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

The Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures is now accepting applications for funding.

Measure Z, Humboldt County's Public Safety/Essential Services Measure, was passed by the voters of Humboldt County in the November 2014 general election.

Measure Z will provide funds to maintain and improve public safety and essential services, such as:

- Investigating violent crimes, including rape and domestic violence;
- Maintaining 911 emergency response times;
- Ensuring on-duty Sheriff's deputies;
- Providing drug treatment programs;
- Providing services for the victims of child abuse;
- Maintaining rural fire protection and ambulance services; and
- Cleaning up environmentally-damaging marijuana farms and illegal dumping.

If you believe you provide public safety or essential services for Humboldt County, and would like to apply for *Measure Z* funding, an application for funding may be obtained on the County's website at www.humboldt.gov.org, or by contacting Elishia Hayes, in the Humboldt County Administrative Office at (707) 445-7266.

APPLICATIONS FOR FUNDING MUST BE FILED WITH THE COUNTY ADMINISTRATIVE OFFICE BY 5:00 P.M. ON FEBRUARY 19, 2016. POSTMARKS ARE NOT ACCEPTABLE FOR MEETING THIS DEADLINE.

Mike Newman

Committee Chair

Jonathan Flyer

Committee Vice Chair



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

APPLICATION FOR FUNDING

Agency Name:

Mailing Address:

Contact Person:

Title:

Telephone:

E-mail address:

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2016-17: \$

2. ENTITY TYPE – Please check appropriate box.

- a. Humboldt County Department ☐
- b. Contract Service Provider to Humboldt County ☐
- c. Local Government Entity ☐
- d. Private Service Provider ☐
- e. Non-Profit Service Provider ☐
- f. Other ☐

3. Please provide brief description of proposal for which you are seeking funding.

4. *Measure Z* funding is scheduled to “sunset” in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

ATTACHMENTS—Please include the following with your application

Proposal Narrative: Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. *(one page maximum)*

Prior Year Results: If your request is a continuation of a program funded with *Measure Z* in FY 15-16, please provide the results of implementation. *(one page maximum)*

Program Budget: Use budget form provided

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: _____ SIGNATURE: _____

SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on *Measure Z* Expenditures
c/o County Administrative Office
825 Fifth Street, Suite 111
Eureka, CA 95501-1153.



675 Wildwood Ave.
Rio Dell, CA 95562
Phone: (707) 764-3532
Fax: (707) 764-5480

March 20, 2015

Humboldt County Citizens' Advisory Committee on Measure Z Expenditures
c/o County Administrative Office
825 5th Street, Suite 111
Eureka, CA 95501-1153

Dear Members of the Advisory Committee,

The City of Rio Dell respectfully submits three proposals for your consideration regarding Measure Z funding. We believe all three of the proposals to be connected to two of the most important issues in our community, public safety and economic development. Like other small cities in Humboldt County, we struggle to provide baseline levels of public safety services to our residents. We are proud to provide direct law enforcement services to our residents, but over the years our Police Department has become smaller in number as fiscal pressure has forced us to reorganize. We believe our public safety services not only benefit the citizens of Rio Dell, but also the county as a whole.

Public safety and economic development go hand-in-hand. We need to expand our tax base and create jobs in order to maintain our existing levels of service and we need a safe community to make that happen. We will need your help if we are to achieve these objectives and build upon the current levels. We submit to you the following list of proposals:

- 1.) \$35,569 to fund a 3/5 time clerical position in our Police Department. This position will free up the valuable time of our sworn officers in addition to help with nuisance abatement related paperwork.
- 2.) \$20,000 for a contracted Economic Development Coordinator. The city needs assistance to apply for grants, pursue development opportunities and review and develop business attraction and retention practices within the city.
- 3.) \$25,000 for partial funding of the "Avenue of the Sculptures" program. The city has enthusiastic partners in the arts and business community who want to help make this vision a reality.

We believe these requests to be measured and responsible; if your committee recommends all three proposals to the Board of Supervisors, the total commitment will match the estimated revenues Measure Z will collect in Rio Dell on an annual basis. We appreciate the opportunity to keep Rio Dell dollars working to improve our city and by extension, the broader community.

We understand the enormity of your responsibility in this matter and would greatly appreciate your support of all of these requests, or any of these recommendations that best fit your vision for Humboldt County.

Sincerely,


Kyle C. Knopp
City Manager, City of Rio Dell



CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

APPLICATION FOR FUNDING

Agency Name: **City of Rio Dell**

Mailing Address: 675 Wildwood Avenue, Rio Dell, CA 95562

Contact Person: **Kyle Knopp**

Title: **City Manager**

Telephone: (707)764-3532

E-mail address: kknopp@riodellicity.com

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2015-16: \$ **35,569.00**

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department ☐
- b. Contract Service Provider to Humboldt County ☐
- c. Local Government Entity ☒
- d. Private Service Provider ☐
- e. Non-Profit Service Provider ☐
- f. Other ☐

3. Please provide brief description of proposal for which you are seeking funding.

The City of Rio Dell proposes funding a clerical position in our police department for three days out of the week to provide support for law enforcement services and enhanced nuisance abatement and code enforcement activities. Currently, the Rio Dell Police Department is staffed by five full time sworn officers, with one day per week of clerical support funded through a source that will expire at the end of this 2014-2015 fiscal year on June 30, 2015.

This proposal for Measure Z funding will allow our officers to spend more time in the field responding to calls for service and active patrol. Currently, the city has a backlog of nuisance abatement issues that require sworn staff to spend time on general administrative tasks associated with enforcement. The addition of this clerical support to the Police Department will allow for more routine follow-through in complaints, enhance customer service to the community, and enhance our department's ability to focus more on direct law enforcement services.

4. *Measure Z* funding is scheduled to "sunset" in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

The City of Rio Dell is looking to expand and diversify its tax base over the next five years. Central to this objective is the city's work with the State and Federal governments to restructure its Community Development Block Grant (CDBG) program to develop and emphasize economic development activities including micro-enterprise assistance and infrastructure related activities that enhance development potential that benefit both the city and the region as a whole.

The City has developed a partnership with its Chamber of Commerce to enhance the quality of the business environment through infrastructure for public art, parking enhancements and motorist signage both in-town and on the highway.

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

The funds used to currently provide clerical support to the Police Department come from a special allocation in the Governor's budget to help compensate cities for the impacts of the AB 109 prison realignment legislation passed in 2011. Unlike the other funds associated with AB 109, there are no protections for cities to continue receiving these funds. Additionally, any funds received under this special allocation for FY 2015-2016 will need to cover rising costs in maintaining the city's five sworn officers.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

Some costs for abatement activities can be recoverable for cities, however these costs are mostly associated with direct abatement activities (demolition, remediation, etc.) and not the administration of the abatement activities themselves.

Nuisance abatement and code enforcement activities help economic development by cleaning up the town and creating an environment where people are more likely to invest in either a business or home.

Additionally, the community will be better supported through access to a Police Department receptionist three days a week. Community members and victims of crime will have more direct access to a city staff person who can refer them to services or make direct contact with sworn personnel. Currently, when officers are not present at the Police Department headquarters, victims of crime must use a call box to summon assistance. *Measure Z* funds would help mitigate that experience.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

No. It is believed enhanced support to our officers and enhanced nuisance abatement activities will ultimately lower levels of crime in the city and subsequently lower the level of activity required of our allied agencies and partners.

ATTACHMENTS—Please include the following with your application

Proposal Narrative: Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for public safety. (*one page maximum*)

Program Budget

Clerical Support Position		
	Full Time	3/5 Time
Hourly Pay	\$18.76	\$18.76
Annual Pay	\$39,026	\$23,415
Payroll Taxes & Benefits	\$20,257	\$12,154
Total Annual	\$59,283	\$35,569

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE:

3/20/15

SIGNATURE:



SUBMIT THIS APPLICATION TO:

Humboldt County Citizens' Advisory Committee on Measure Z Expenditures
c/o County Administrative Office
825 Fifth Street, Suite 111
Eureka, CA 95501-1153.

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 2, 2016

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding Proposed Website Redesign Further Authorizing the City Manager to Execute a Services Agreement with Precision Intermedia for Development and Hosting of the Proposed Website.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve of the overall website design and authorize the City Manager to sign the attached Service Agreement.

BACKGROUND AND DISCUSSION

Staff has been reviewing options to update the City's website. A Service Agreement has been developed with Precision Intermedia of Fortuna. The proposal includes design, production, training and content migration from the existing website and the estimated cost is between \$2,375 and \$3,135 to complete the website update.

A proposed "river theme" has been identified for the look of the new website, and the design should closely mirror the website design for the Town of Ross in Marin County. It can be viewed at www.townofross.org and a printed copy of the design is attached to this agenda. Central to the theme would be an emphasis on a community calendar, which would be updated by either City Staff or the Chamber of Commerce, providing a calendar for events both big and small going on in the community. Content from the existing website would be updated and transferred to the new site, including the city's electronic bill pay option. The system will be fully accessible by smart phone, tablet or PC.

///



precision intermedia
Service Agreement
prepared for

City of Rio Dell

Project Description As Follows:

Graphic Design, Web Media, Web Hosting, Training & Consulting. This project is the design and development of the website for the City of Rio Dell, new domain name: riodell.ca.gov. The site will serve as an attractive and valuable communications tool and resource for the community. It will be custom designed and created with a content management system empowering City personnel to create and update content as needed including text, images, documents and any number of pages.

Design & Concept Development:

Based on existing branding elements and on input from the City of Rio Dell, a custom concept will be presented, updated and refined until the custom design is finalized. Design is estimated at 4 to 6 hours (\$380 - \$570).

Production & Programming:

The site will be built with open source content management software, Drupal 7 customized for the City of Rio Dell, whose personnel will be enabled to manage the content. This website will be responsive (mobile friendly) to display properly on various sized browser windows and devices. Basic production is estimated at 12 to 15 hours (\$1140 - \$1425). Requested additions including multiple levels of access, bill paying option and a weather feed are estimated at 3 to 4 hours (\$285 - \$380). Training City personnel on the content management system is estimated at 2 hours (\$190).

Content Loading: Hours for loading content supplied by the City of Rio Dell is estimated at 4 to 6 hours (\$380 - \$570).

Not Included: Photography, videography, copywriting, e-commerce, internet marketing, social media management, and e-mail marketing are available but not included in this agreement. Precision Intermedia offers a full range of marketing projects and services.

Premium Hosting: \$30 per month. Precision Intermedia's Hourly rate is \$95.00.

your initials_____

The estimates below are: based on our hourly rate of \$95

DESIGN AND CONCEPT DEVELOPMENT	\$380 - \$570
PRODUCTION & PROGRAMMING	\$1140 - \$1425
TRAINING	\$190
REQUESTED ADDITIONS	\$285 - \$380
CONTENT LOADING / MIGRATION	\$380 - \$570

The estimated cost range for services NOT including options below **\$2,375 - \$3,135**

____ WEB HOSTING (By Precision Intermedia, recommended)..... **\$30 per month**

*Web hosting includes daily automatic backups and security updates on our dedicated, secure servers, plus set-up and hosting of email accounts for the domain.

This cost range is based on Precision Intermedia's current understanding of the project's requirements. If costs appear to be exceeding this range you will be contacted for your approval. You will be billed for the balance due or refunded any overpayment made.

A deposit is requested. The deposit amount will be \$1,200 and must be paid in advance (or with terms). A portion of the deposit is the PROJECT ACTIVATION FEE (\$600). This fee is non-refundable.

Terms: Deposit due at start. Weekly invoices showing progress made and hours worked on the project will be provided. After the deposit has been exhausted any amount due and payable will be shown on the invoices. A monthly statement will be provided showing credits and amounts billed. Any amount outstanding will be due upon completion of the project or on agreed payment terms.

Precision Intermedia is to provide its services to in a timely manner.

The please indicate your target deadline, if any, for the project: _____
Precision Intermedia is to keep you informed of any developments that may effect the target deadline.

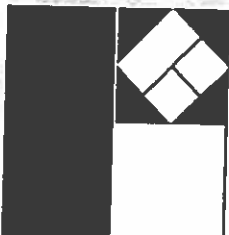
Every project undertaken by Precision Intermedia is to embody the philosophy, needs and concerns of each of its customers and culminate in the desired output and services. All business is to be conducted in the highest ethical manner with respect for customers, employees and the environment.

Your Signature _____

Your Name (Please Print) _____

Date _____

FILL IN AND MAIL THIS AGREEMENT TO:



precision intermedia

A Multimedia Marketing Agency

1012 Main Street • Fortuna, CA 95540

Phone: 1.707.725.0804

Email: agreements@precisionintermedia.com



- Community
- Government
- Services
- Resources



What's New

- 2016 Morning After Newsletters
- Flood Information
- FY 2016 Quarterly Financial Reports
- FY 2016 Adopted Budget

View All News

Upcoming Events

- Town Council Meeting
02/11/2016 - 6:00pm
- Special Council Meeting Strategic Workshop
02/12/2016 - 9:00am
- Presidents Day Holiday
02/15/2016 (all day)

View All Events

Calendar

Search

February 2016

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 16, 2016

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to Habitat for Humanity Parcel

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to continue discussions with Habitat for Humanity, further providing conceptual approval for the overall property plan.

BACKGROUND AND DISCUSSION

Sometime following the April 25, 1992 series of earthquakes, Habitat for Humanity (Habitat) became the owner of parcel no. 05317209 on Monument Road, approximately 200 feet west of Wildwood Avenue. The property is connected to a parcel already owned by the City (no. 05317218), though the frontage between the two properties remains a small private parcel and residence. See the attached maps for reference, the Habitat parcel is marked by an 'X' and the city owned parcel is shaded green.

Staff has been made aware that Habitat is interested in ending its ownership of the parcel as part of an overall reorganization. The property has remained undeveloped because of the complications associated with the site. The primary concern is the property's suitability for affordable housing, since the property is mostly sloped and would likely require extensive and expensive engineering.

Since 1992 little if any work or maintenance has occurred at the Habitat site. Over the summer of 2015, city crews responded to complaints of a strong odor from the site, removing a dead animal, trimming vegetation and removing significant deposits of trash and debris from the 1992 earthquake. Similar work was also conducted at the City owned parcel. In cooperation with the City, Habitat reimbursed the City for the costs associated with its parcel. Additionally, over the past several wet seasons, the sidewalk and retaining wall on the property began to deteriorate, culminating in its collapse during this winter's storms.

The City has been approached by Merilyn Ross, who has been charged by Habitat to dispose of the property. At this time, no private party has shown interest in the parcel. Ms. Ross has approached City staff to take possession of the property. The City Manager and Public Works Staff met with Ms. Ross on February 3rd to discuss a potential plan for the cite.

The plan is as follows:

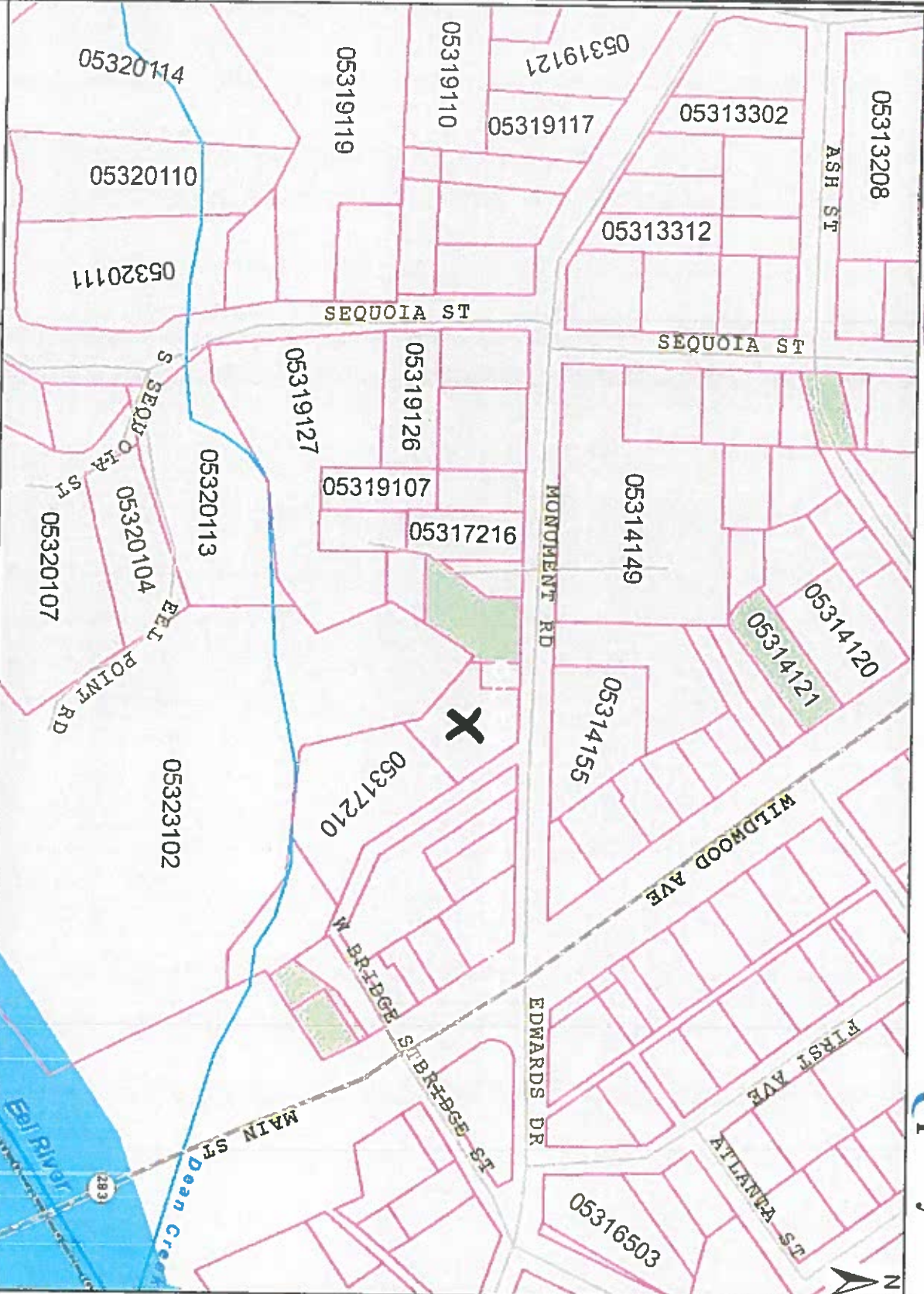
Habitat would finance the placement of fill materials at the site, repair the sidewalk, and place a new fence at the site. Once the work was completed, the City would then take ownership of the site. The only real public benefit for the site is as green space, and the City would plant trees on both the habitat parcel and the currently existing city parcel to help secure the ground at the location and also provide an aesthetic benefit for the neighborhood over time. The site would be maintained by city staff between 2-4 times a year to remove any accumulated trash and contain the growth of weeds throughout the two parcels. Current estimates for this work are approximately \$7,600 plus any property related transfer fees. Habitat would be expected to cover these costs.

Staff is requesting council comment and concurrence with the current plan. Similarly, Ms. Ross is also exploring the feasibility of this arrangement with Habitat for Humanity.

Alternatives include taking no action. While the City is not obligated to work with Habitat and take on the parcel, it seems unlikely that another entity, public or private, will take over the property. The property also presents a potential liability, although the existence of a liability is unclear beyond the existing sidewalk and fence damage.

Humboldt County Web GIS Map

Prosperity!

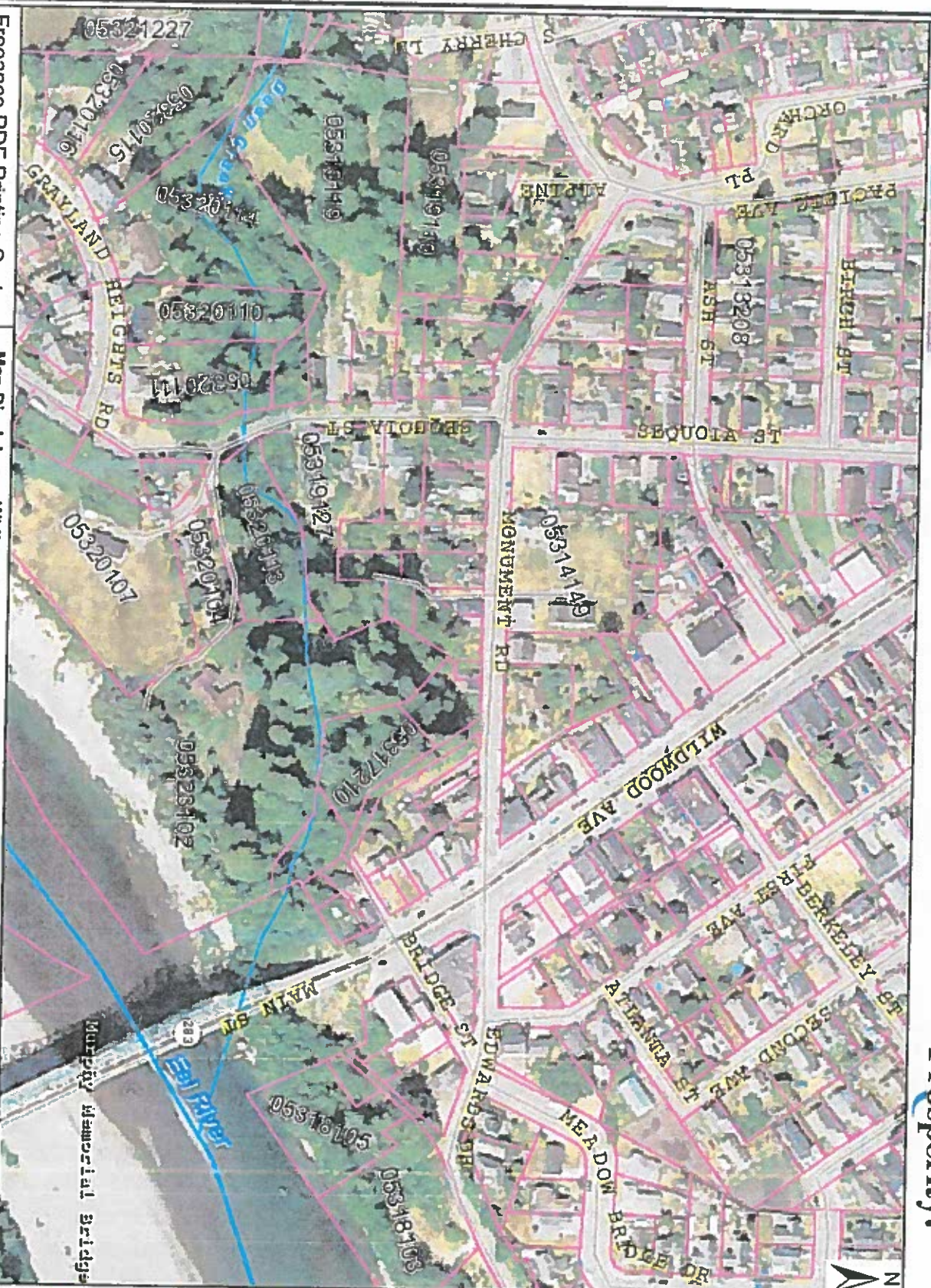


Freearance PDF Printing System
Humboldt County Web GIS
<http://gis.co.humboldt.ca.us>

Map Disclaimer: While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence. Humboldt County assumes no liability or responsibility in the use, or misuse, of this data.











































- [illegible]

Prosperity!



Freearc PDF Printing System
Humboldt County Web GIS
<http://gis.co.humboldt.ca.us>

Map Disclaimer: While every effort has been made to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence. Humboldt County assumes no liability or responsibility in the use, or misuse, of this data.

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|---|----------------------------------|
|  | Legend |
|  | Land Use |
|  | Private |
|  | State, Fed, and Local |
|  | Williamson AG Preserves |
|  | CDP #8A |
|  | SA - State Responsibility Area |
|  | LA - Local Responsibility Area |
|  | PA - Federal Responsibility Area |
|  | Control Zone |
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675 Wildwood Avenue
Rio Dell, CA 95562



TO: Rio Dell City Council

FROM: Rick Chicora, Wastewater Superintendent *RC*

THROUGH: Kyle Knopp City Manager *3*

DATE: February 16, 2016

SUBJECT: Adoption of Sanitary Sewer Management Plan

RECOMMENDATION

-Adopt the City of Rio Dell Sanitary Sewer Management Plan by Resolution 1287-2016.

BACKGROUND

The City of Rio Dell has prepared a Sanitary Sewer Management Plan (SSMP) in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. The WDR require development and implementation of a written SSMP, and defines eleven (11) mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Rio Dell's SSMP has been prepared with the assistance of Freshwater Environmental Services (FES). This SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR.

The SSMP document contains eleven required elements and in the order presented within the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Plan;

8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurements, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

ANALYSIS

The State is very specific on the requirement for this plan and the elements in it. The purpose of the WDR for local jurisdictions to prepare and adopt an SSMP is to require permit holders to identify and implement effective policies and procedures around critical components of wastewater collection and treatment systems. The requirement for the City to consider and develop operational strategies around the eleven elements will assist staff to minimize the potential for Sanitary Sewer Overflows, and help to ensure efficient and cost effective operation of the City's wastewater system into the future.

FISCAL IMPACT

There is no immediate fiscal impact.

DRAFT CITY of RIO DELL SANITARY SEWER MANAGEMENT PLAN

Prepared for:

City of Rio Dell

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Rio Dell, California 95562

December, 2015

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APPENDIX D	RIO DELL MUNICIPAL ORDINANCE 190 RIO DELL MUNICIPAL CODE CHAPTER 13.10 RIO DELL MUNICIPAL CODE CHAPTER 15.05
APPENDIX E	CITY OF RIO DELL SANITARY SEWER OVERFLOW AND BACKUP RESPONSE PLAN

INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR) included in Appendix A, and Order Number WQ 2013-0058-EXEC included in Appendix B. The WDR requires development and implementation of a written SSMP, and defines eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

The City of Rio Dell developed an initial SSMP dated December 28, 2010. A SSMP audit was conducted in January, 2015 and is attached as Appendix C. This SSMP is an update of the initial SSMP and has incorporated the results of the SSMP Audit.

This SSMP is intended to be a living document, and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR. This document presents eleven elements in the order presented in the WDR:

1. Goals;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Overflow Emergency Response Plan;
7. Fats, Oils, and Grease (FOG) Control Program;
8. System Evaluation and Capacity Assurance Plan;
9. Monitoring, Measurement, and Program Modifications;
10. SSMP Program Audits; and
11. Communication Plan.

As described in the NPDES permit, the City of Rio Dell owns, operates, and maintains a municipal wastewater treatment plant and associated collection system and disposal facilities. The Facility serves a residential population of approximately 3,300 with a small number of commercial and institutional users in the City of Rio Dell. The City of Rio Dell waste treatment works provides collection, sedimentation, biological treatment, disinfection and de-chlorination of wastewater.

Facility Design Flow	0.62 mgd Average Annual Flow 1.25 mgd Average Wet Weather Flow (AWWF)
Facility Permitted Flow	0.62 mgd Average Annual Flow 1.25 mgd AWWF
Watershed	Lower Eel River
Receiving Water	Lower Eel River, Percolation Pond (groundwater), Land Disposal at Irrigation Site (groundwater).
Receiving Water Type	Inland surface water, groundwater

ELEMENT 1: GOALS

The intent of this section is to identify the goals that the City has established for its SSMP. These goals are intended to provide focus for City staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The goals of the City of Rio Dell's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of sanitary SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service, and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, and fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, will serve as a reference for the City's sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the City staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

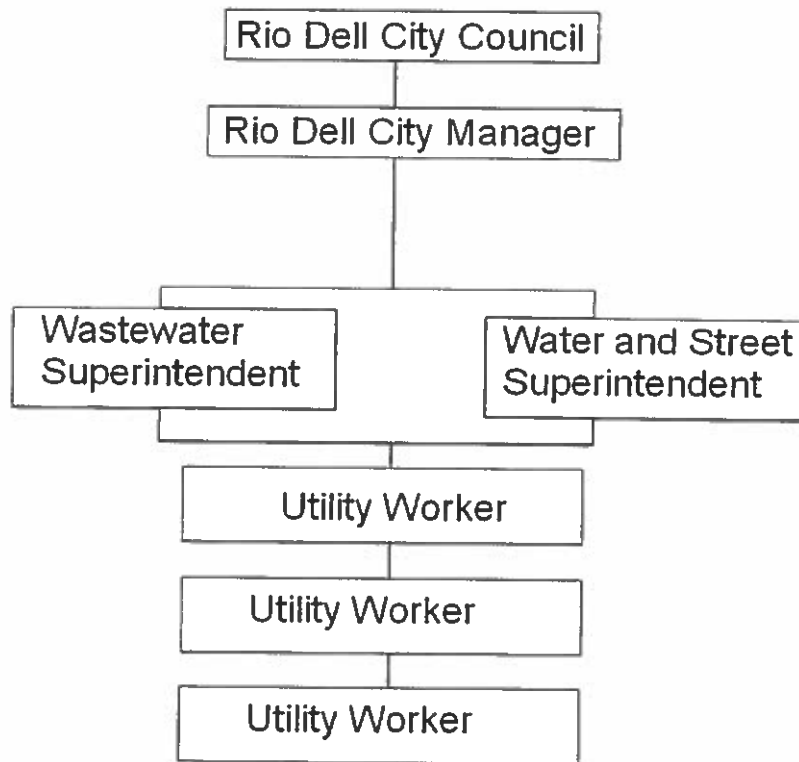
2.1 Regulatory Requirements for the Organization Element

The WDR requires that the Organization element of the SSMP provide the following:

- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization

The portion of the City's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown in below:



A description of the roles for wastewater collection system agency staff is described below:

City Council – Establishes policy.

City Manager – Enforces policy, plans strategy, leads staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

Wastewater Superintendent – Manages field operations and maintenance activities, provides relevant information to the City Manager, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Utility Worker – Staff that conduct preventive and corrective maintenance activities, mobilize and respond to notification of stoppages and SSOs.

Position	Name	Phone Number
City Manager	Kyle Knopp	707-764-3532
Water & Streets Superintendant	Randy Jensen	707-764-3541
Wastewater Superintendent	Rick Chicora	707-764-5754
Lead Utility Worker	Cameron Yapple	707-764-5754 Pager 707 618-9119
Utility Worker	Jesse Smith	707-764-5754
Utility Worker	Dan Smith	707-764-5754

2.3 Authorized Representative

The City Manager, Kyle Knopp, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify and submit electronic spill reports to the RWQCB and SWRCB and to notify other government agencies.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response and reporting processes will be described in Element 6 – Overflow Emergency Response Plan. The sanitary system overflow (SSO) detection, notification, and response process is discussed below.

During normal business hours calls regarding SSOs are received by City Hall. City Hall personnel will contact the Wastewater Superintendent who will dispatch responders. In cases when the Wastewater Superintendent is not available, the Lead Utility Worker will be contacted who will dispatch responders.

After normal working hours calls regarding SSOs are received by the Rio Dell Police Department (RDPD). The RDPD will contact on-call utility staff using a pager that is assigned to staff on a weekly basis. The on-call utility staff will be the initial responder to SSOs. If the situation warrants, additional utility workers will be contacted to respond. In complex SSOs the Wastewater Superintendent will be contacted for additional support and guidance. Information from the SSO and SSO response will be provided by the responders to the Wastewater Superintendent who will make the necessary regulatory reports. The regulatory notification responsibility and requirements are included in the *Sanitary Sewer Overflow and Backup Response Plan*.

ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the City of Rio Dell's Legal Authority, including its Municipal Code and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The City must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
2. Require that sewers and connections be properly designed and constructed;
3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
5. Enforce any violation of its sewer ordinances.

3.2 City of Rio Dell Legal Authority

The legal authority required for the SSMP is contained in Rio Dell Municipal Code Chapter 13.10 and 15.05.

Rio Dell Municipal Ordinance

Rio Dell Municipal Code Chapter 13.10 is dedicated to the sewer system and is included in Appendix D. The sections that fulfill the requirements of the SSMP are indicated below:

1. ***Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);***

Municipal Code 13.10.420 (3) " It shall be unlawful for any person to discharge or cause to be discharged any surface water, rain water, stormwater, ground water, street drainage, subsurface drainage, yard drainage, roof drainage, water from yard fountains, ponds or lawn sprays, cooling water, or any other uncontaminated water into any sewage facility which directly or indirectly discharges to a sanitary sewer system owned by the City of Rio Dell.

Municipal Code 13.10.420 (4) (I) "Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, de-ionized water, noncontact cooling water, and unpolluted industrial wastewater, unless specifically authorized in writing by the City Manager or designee.

Municipal Code 13.10.420 (4) "Specific Prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

- (a) Pollutants which create a fire or explosive hazard in the municipal wastewater collection and POTW, including, but not limited to, waste-streams with a closed-cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Celsius) using the test methods specified in 40 CFR 261.21.
- (b) Any wastewater having a pH less than 5.5 or more than 8.5, or otherwise causing corrosive structural damage to the POTW or equipment, or endangering City personnel.
- (c) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference, but in no case solids greater than one inch or 25.4 millimeters in any dimension.
- (d) Any wastewater containing pollutants, including oxygen-demanding pollutants (BOD, and the like), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with either the POTW, or any wastewater treatment or sludge process; or which will constitute a hazard to humans or animals.
- (e) Any wastewater having a temperature greater than 150 degrees Fahrenheit (65.5 degrees Celsius), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104 degrees Fahrenheit (40 degrees Celsius).
- (f) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.
- (g) Any pollutants which result in the presence of toxic gases, vapors or fumes within the POTW in a quantity that may cause worker health and safety problems.
- (h) Any trucked or hauled pollutants, except at discharge points designated by the City in accordance with RDMC 13.10.430.
- (i) Any noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance, a hazard to life, or to prevent entry into the sewers for maintenance and repair.
- (j) Any wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent thereby violating the City's NPDES permit. Color (in combination with turbidity) shall not cause the treatment plant effluent to reduce the depth of the compensation point for photosynthetic activity by more than 10 percent from the seasonably established norm for aquatic life.
- (k) Any wastewater containing any radioactive wastes or isotopes, except as specifically approved in writing by the City Manager or designee, in compliance with applicable State or Federal regulations.
- (l) Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, de-ionized water, noncontact cooling water, and unpolluted industrial wastewater, unless specifically authorized in writing by the City Manager or designee.
- (m) Any sludges, screenings, or other residues from the pretreatment of industrial wastes.
- (n) Any medical wastes, except as specifically authorized in writing by the City Manager or designee in a wastewater discharge permit.

- (o) Any wastewater causing the treatment plant's effluent to fail a toxicity test.
- (p) Any wastes containing detergents, surface active agents, or other substances which may cause excessive foaming in the POTW.
- (q) Any discharge of fats, oils, or greases of animal or vegetable origin is limited to 100 mg/l.
- (r) Any discharge of petroleum/mineral oil products is limited to 25 mg/l.
- (s) Gasoline, benzene, naphtha, solvent, fuel oil or any liquid, solid or gas that would cause or tend to cause flammable or explosive conditions to result in the sewerage system.
- (t) Waste containing toxic or poisonous solids, liquids or gases in such quantities that, alone or in combination with other waste substances, may create a hazard for humans, animals or the local environment, interfere detrimentally with wastewater treatment processes, cause a public nuisance, or cause any hazardous condition to occur in the sewerage system.

2. *Require that sewers and connections be properly designed and constructed;*

Municipal Code 15.05.020 Building Codes.

Municipal Code 13.10.220 Building sewers, laterals and connections.

- (1) Permit Required. No person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the City and paying all fees and connection charges as required.
- (2) Design and Construction Requirements. Design and construction of building sewers and lateral sewers shall be in accordance with the requirements of the City and to the approval of the City Manager or designee.

3. *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;*

Municipal Code 13.10.090 Right of entry of City employees for the purpose of making inspections. Any authorized employee of the City shall have reasonable access to any premises with sewer service for the purpose of making inspections of the sewer system upon such premises. Any person who, as owner or occupant of any premises, refuses admittance to or hinders or prevents inspection by an authorized employee of the City, after service of notice of intention, shall have all water shut off to the said premises.

4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages;

RDMC, Article VI, Pretreatment of Wastewater 13.10.425 (Pretreatment and screening).

RDMC, Article VI, Services 13.10.432. (Interceptors – Required).

RDMC, Article VI, Services 13.10.432 (10). (Interceptors – Maintenance).

RDMC, Article IV, Services 13.10.432 (9). (Inspections and sampling).

5. Enforce any violation of its sewer policies

RDMC, Article IV, Services 13.10.330. (Nuisance abatement).

RDMC, Article IV, Services 13.10.350. (Abatement of contamination).

RDMC, Article IV, Services 13.10.360. (Issuance of peremptory abatement order – Report to regional board – Prosecution of injunction proceedings).

RDMC, Article IV, Services 13.10.370. (Discharge of sewage or other waste resulting in contamination a misdemeanor).

RDMC, Article IV, Services 13.10.380. (Abatement procedures).

RDMC, Article IX, Services 13.10.460. (Administrative enforcement remedies).

RDMC, Article IV, Services 13.10.461. (Judicial enforcement remedies).

RDMC, Article IV, Services 13.10.462. (Supplemental enforcement actions).

RDMC, Article IV, Services 13.10.465. (Penalty).

The chapters listed above pertain to the legal authority required for fulfillment of SSMP requirements.

3.3 Agreements with Other Agencies

The City of Rio Dell does not have any satellite collection systems or agreements with other agencies. The City of Rio Dell has the goal of establishing formal mutual aid agreements with neighboring communities by 2017.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element

The WDR states that the City shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The City must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The City must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The City must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The City must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The City must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps

The City of Rio Dell maintains a set of sanitary sewer maps utilizing Geographic Information System (GIS) software. The sanitary sewer and stormwater maps are updated with new and rehabilitated facilities by City of Rio Dell staff on an as-needed basis. Electronic copies of the maps are maintained and accessible at the wastewater office. The City of Rio Dell is in the process of using GIS software to generate a wastewater/stormwater atlas printed at a useable scale and indexed to a map Key. Hard copies of the atlas will be kept in the wastewater office and in field vehicles. The wastewater/stormwater atlas will be used to locate and identify wastewater and storm drainage structures and to aid in the response to a SSO. The City of Rio Dell has a goal for completion of the wastewater/stormwater atlas by December 2016.

4.3 Preventive Operations and Maintenance Program

The wastewater treatment plant (WWTP) performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment. The main goal

of maintenance activities is to ensure equipment availability to meet plant process operation requirements.

The City prioritizes its preventive maintenance activities. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, "hot spots". The Hot Spot list for the City of Rio Dell includes a single location at Eeloa Ave and North Pacific Avenue. The preventive maintenance program includes scheduled jet-rodding of the hot spot, regular inspection of lift stations, and investigation of customer complaints. The City of Rio Dell maintains a log book in the wastewater office documenting hot spot maintenance. The log book includes location information, observations, direction and distance of cleaning, and comments.

Gravity Sewers

The City currently uses in-house services for routine and emergency sewer cleaning as needed. The City has a goal of cleaning their entire sewer system by 2017. The City uses its field crews to complete most emergency repairs. The City contracts with Wendt Construction and other local contractors to correct larger emergency problems.

The City of Rio Dell maintains a list of hot spots. Preventive maintenance on the hot spots are performed and documented every 30 days. A log book is maintained in the treatment plant office that documents the dates, locations and comments from cleaning activities. The City maintains tables indicating the manhole that was entered, direction of rodding and total feet of sewer cleaned. The City of Rio Dell has an ongoing sewer cleaning program that results in systematic system-wide cleaning being accomplished on a 1 to 2 year cycle.

Lift Stations and Force Mains

The City's force mains O & M program consists of periodic inspections and corrective maintenance activities conducted by City staff. Flow inspections are made periodically from the manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains.

The City's maintenance staff is responsible for the City's two lift stations each equipped with two pumps. The City performs daily inspections of the lift stations and backup generators for the lift stations. Daily inspections include visual check of the equipment, manual cycling of pumps, checking and cleaning floats, recording hour meter readings, the removal of debris, and checking the backup generator. Extensive maintenance includes cleaning sumps, and removing pumps for inspection and repairs if necessary. Pumps are serviced annually by a contractor. Lift station inspections and maintenance are tracked in log books that are kept at the lift station. Backup generators for the lift stations are tested weekly. The lift stations are monitored by the Supervisory Control and Data Acquisition (SCADA) system 24 hours a day. The SCADA system is programmed to autodial by telephone to Wastewater Superintendent and then the Water Superintendent in the case of an alarm condition.

Root Control

The City has very few problems with roots throughout the system. If closed circuit television (CCTV) determines roots are an issue in a line, root cutting will be performed with mechanical cutters.

Odor Control

The City receives very few odor complaints per year. The City has no official odor control program in place. When there are complaints, City crews apply deodorant around the lift stations.

Non-Routine Maintenance

The City utilizes in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The City has a hot spot sewer cleaning program for identified problematic line segments to prevent blockages and SSOs with a two month cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The City's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The City has developed emergency maintenance procedures contained within their *Sanitary Sewer Overflow and Backup Response Plan*, for more information. Refer to Element 6.

Information Systems/Data Collection

The City currently tracks maintenance activities using paper work orders. The City has the goal of developing and implementing an electronic work order tracking system.

4.4 Rehabilitation and Replacement Program

The City utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- Select trouble spots within the system have been inspected with closed circuit television (CCTV). A system-wide CCTV inspection is scheduled to be completed by 2018. Inspection data collected during the CCTV inspections is reviewed by the Wastewater Superintendent to determine whether repairs or rehabilitation/replacement are warranted;
- Manhole visual inspections are scheduled to be completed by 2016;
- A flow monitoring capacity analysis is currently being performed; and
- Smoke testing and dye testing is used to monitor and reduce I/I. The entire wastewater system will be smoke tested by the end of 2015.

The City currently does have identified rehabilitation and replacement projects. As inspection data is collected, the City will develop a prioritized deficiency list and rehabilitation

will be completed in a priority order. The City plans to use a combination of in-house and contract services to complete non-emergency rehabilitation and replacement projects. Emergency repairs will continue to be completed by the City and contractor as needed.

4.5 Training

The WWTP has developed a comprehensive Operator Training Program that expands the abilities of the operational staff, resulting in better service to the public. WWTP operating staff attends the trainings. The City Administrator tracks and documents all in-house training in a binder. The City of Rio Dell offers numerous in-house training programs, including weekly safety and equipment meetings, and participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications. Rio Dell staff attend training seminars provided by the City of Fortuna. Employees with certifications track and schedule their own required continuing education credits and recertification dates.

The trainings include:

- AED & CPR
- First Aid
- Chlorine Safety
- Forklift Safety
- Sludge Dewatering Systems
- Confined Space Entry
- Trenching Training
- Back Safety
- Flagging Training

The City Administrator tracks all in-house trainings in a training binder. The status of operator certification at the treatment plant for 2015 includes one Grade III, and two Grade II operators.

The City of Rio Dell currently requires contractors to have the following training:

- Confined Space

4.6 Contingency Equipment and Replacement Parts Inventory

The City has an equipment inventory list for the Wastewater Division. The City currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses. The equipment inventory is included below:

Inventory No.	Serial No.	Item Description	Purchase Price	Purchase Date
#01	Vin#	2008 Ford F-250		2008
#02	Vin#1J8GL58K04W140859	2004 Jeep Liberty	\$30,000.00	2004
#04	Vin#1FDXF46P64ED37124	2004 Ford F-450 Dump truck	\$36,000.00	2004
#03	Vin#1FDSF34L83ED86201	2003 Ford F-350 Service	\$27,500.00	2003

		Truck		
#05	Vin#1GECK14KXSZ209150	1995 Chevy 4x4 Truck	\$7,500.00	2003
#26	Vin#TCE678V570470	GMC 6500 Vactor Truck		2010
PW00007	Vin#1Z9EBJIE64L119011	2004 O'Brian Sewer Machine	\$36,000.00	2004
PW00006	LV2520H308722	2008 John Deere Tractor	\$16,000.00	2008
PW00008	8617	Titan Sewer Trash Pump TTP-300	\$500.00	2008
PW00050	L303-1533	MultiVision Gas Detector & Accessories	\$2316.11	2009
PW00009		Scooter Waste Water Camera		2004
PW00010		TV /VCR Combo unit for W.W. Camera		
PW00019		Blower Line		
PW00020	Cues	Camera System	\$50,000	2013

The City of Rio Dell has a goal of developing mutual assistance program with the neighboring communities by 2017. These agreements will be to facilitate access to equipment and repair parts as necessary.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the City's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires that the Design and Performance element of the SSMP provide the following:

- The City must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The City must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Standards for Installation, Rehabilitation and Repair

City of Rio Dell Ordinance 190, Article II, Section 22, **Design and Construction Requirements**, requires new and rehabilitated sewers and laterals, to be designed and constructed in accordance with the requirements of the City and the approval of the City Engineer. Additionally Section 22 requires cleanouts to be provided in accordance with the rules, regulations and ordinances and shall be watertight.

City of Rio Dell Municipal Code Chapter 15.05 **Construction Codes, 15.05.020 Building Codes**, the following building standards are incorporated by reference:

- California Building Standards Administrative Code;
- California Building Code;
- California Electrical Code;
- California Mechanical Code;
- California Plumbing Code;
- California Energy Code;
- California Elevator Safety Construction Code;
- California Historical Building Code;
- California Fire Code; and
- California Green Building Standards Code (CalGreen Code).

The City of Rio Dell is in the process of updating the standards for installation rehabilitation and repair of sewer facilities with a completion goal of December, 2017.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

City of Rio Dell Ordinance 190, Article II, Section 22, **Completion of Sewer Required**, requires testing of new sewer lines to be completed to the satisfaction of the City Engineer.

City of Rio Dell Municipal Code 13.10.220 Building sewers, laterals and connections, (17) Completion of Sewer Required. "Before any acceptance of any sewer line by the City and prior to the admission of any sewage into the system, the sewer line shall be tested and shall be complete to the satisfaction of the City Engineer. [Ord. 190 § 22, 1987.]"

The City of Rio Dell is in the process of updating their standards for installation, inspections and testing of new, rehabilitated and repaired sewer facilities with a completion goal of December 2017.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the City's Overflow Emergency Response Plan (OERP).

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The City shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2013-0058-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Rio Dell OERP

The City's Overflow Emergency Response Plan is include in Appendix E. The OERP meets the regulatory requirements listed above.

6.3 External SSO Notification Requirements

Category 1 SSOs

Category 1 SSO **less than 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater Superintendent shall immediately notify the local health officer of the discharge :

Call Humboldt County Division of Environmental Health at:
(707)-445-6215

Category 1 SSO **greater than or equal to 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater

Superintendent shall notify the State Office of Emergency Services (and obtain a Spill Control Number) following, but not later than 2 hours after becoming aware of the discharge:

Call Cal OES at:
(800) 852-7550

Cal OES forwards the SSO notification information to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter and Cal OES is duplicative.

6.4 External SSO Reporting Requirements

Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.

Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.

Private lateral Sewer Discharges (PLSDs): PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.

"No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

Collection System Questionnaire: Update and certify every 12 months.

6.5 Training

This section provides information on the training that is required to support this *Sanitary Sewer Overflow and Backup Response Plan*.

Initial and Annual Refresher Training

All Wastewater personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the afterhours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure,

and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion. This training will also include desk simulation of SSO exercises to be incorporated with weekly safety and equipment training.

6.6 Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be maintained by the City Administrator.

ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to document the City's compliance with the FOG Program requirements.

7.1 Regulatory Requirements for the FOG Program

The City shall evaluate its service area to determine whether a FOG control program is needed. If the City determines that a FOG program is not needed, the City must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

The City of Rio Dell has determined that a Fog Program is not justified because the Rio Dell wastewater collection system has very few non-residential service connections and only four food service establishment that have a potential to generate FOG. According to City wastewater staff, FOG has not been the cause of, or a contributing factor, to any previous SSO. FOG accumulations have never been observed in any of the sewer lift-stations, the treatment plant headworks, or during any line inspections with CCTV.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the City's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

The WDR requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

- **Evaluation:** The City must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.
- **Design Criteria:** Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.
- **Capacity Enhancement Measures:** The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- **Schedule:** The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 Capacity Evaluation

The City has a goal of completing a complete Sewer System Assessment by December 2017.

8.3 Recommended Capacity Projects

Following the completion of the above, Sewer System Assessment projects to increase the capacity of the sewer system will be recommended.

8.4 Schedule

The City of Rio Dell recognized the critical need of improving the sewer collection and treatment system. The City has a goal of completing a complete Sewer System Assessment by December 2017 which will identify additional wastewater projects.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the City tracks to monitor the success of the SSMP and how the City plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventive maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 Monitoring Information

The City will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures

The indicators that the City will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per mile of sewer;
- Volume of spilled wastewater recovered (gallons per year) compared to total volume of wastewater spilled (gallons per year); and
- Volume of spilled wastewater discharged to surface waters (gallons per year) compared to total volume of wastewater spilled (gallons per year).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both City staff and the public at all times through the CIWQS system.

Additional performance measures include programs that the City of Rio Dell is developing for implementation as a result of the SSMP development process. These programs include:

Future Activity and Schedule	Completion Date
<ul style="list-style-type: none"> Establish formal mutual aid agreements with neighboring communities. 	2017
<ul style="list-style-type: none"> Use GIS platform to generate combined wastewater and storm drainage atlas which will be utilized in the office and in the field. 	2016
<ul style="list-style-type: none"> The City has a goal of cleaning their entire sewer system. 	2017
<ul style="list-style-type: none"> Manhole visual inspections. 	2016
<ul style="list-style-type: none"> A system-wide CCTV inspection. Inspection data collected during the CCTV inspections is reviewed by the Wastewater Superintendent or City Engineer to determine whether repairs or rehabilitation/replacement are warranted. 	2018
<ul style="list-style-type: none"> Update standards for installation rehabilitation and repair of sewer facilities. 	December, 2017
<ul style="list-style-type: none"> Complete sewer system assessment. 	December, 2017

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The City will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The City will review the successes and needed improvements of the SSMP as part of the SSMP biannual audit, described in Element 10.

City staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the City's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- The City shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits Discussion

The City completed an audit in 2015 (Appendix C) and will audit its SSMP every two years. The next audit will be completed prior to January 2017 and will cover calendar years 2015 and 2016. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the City's current practices, and whether the City is following the SSMP.

The audit will be conducted by a team consisting of the City's Wastewater Staff. The audit team may also include members from other areas of the City, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The City will update its SSMP at least every five years. The next update will be completed on or before December 1, 2020.

The City will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

The City Staff will seek the approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Wastewater Superintendent.

ELEMENT 11: COMMUNICATION PLAN

The intent of this section of the SSMP is to identify a plan to communicate information regarding the City's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the City on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The City shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the City as the program is developed and implemented; and
- The City shall create a plan of communication with systems that are tributary and/or satellite to the City's sanitary sewer system.

11.2 Communication Plan

The City has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the City's Communication Plan.

- **City Website** – The City will evaluate the use of a webpage on the City's existing website to facilitate the transfer of information to the public regarding the SSMP. This webpage would include the entire SSMP, audit performance information, and associated information. The webpage would also serve as a venue for soliciting input from the public on the SSMP.
- **Monthly Water and Sewer Billing** – An annual notice regarding the sanitary sewer system performance can be included in monthly water and sewer billings. The notice would contain general SSMP information. The notice could also refer the customers to the City website for additional details, if an SSMP webpage is implemented. The notice would be printed in both English and Spanish.
- **Notices in Public Spaces** – Notices of the SSMP project could be posted and handouts made available in public spaces such as the City Hall and library. Information would be presented in English and Spanish and have references to the City's website with additional information, if an SSMP webpage is implemented.
- **City Council Meetings** – City council meetings are public meetings and televised on a local broadcast station. General SSMP information and updates on sanitary sewer system performance could be added as a regular discussion item on the City Council agenda.

APPENDIX C
Rio Dell SSMP Audit Report 2015

Biennial Sewer System Management Plan Audit Report

Name of agency	City of Rio Dell
Date of audit	January 20, 2015
Name of auditor	Rick Chicora (Rio Dell), Orrin Plocher (Freshwater Environmental Services)

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of Rio Dell's SSMP and to identify whether updates are needed. This document was designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the Rio Dell Waste Water Treatment Plant, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed. This audit report format is modified from audit reports(s) developed by BACWA.

LF of force mains	2 forced mains (2,640 feet and 300 feet) Total 3,940 feet
Number of pump stations	2 pump stations with standby backup generators

Directions: Please update the following items in the SSMP:

- Chain of command organization chart;
- Chain of communication for SSO notification and reporting;
- Inspection and cleaning schedule;
- FOG not applicable, 4 sources, no FOG blockages;

ELEMENT 1. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? ~~YES~~ / NO

ELEMENT 2. ORGANIZATION

2. Is the SSMP up-to-date with organization and staffing contact information? YES ~~NO~~

ELEMENT 3. LEGAL AUTHORITY

3. Does the SSMP reference up-to-date information about legal authority? ~~YES~~ / NO
4. Does the City of Rio Dell have sufficient legal authority to control sewer use and maintenance? ~~YES~~ / NO

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

4.a Map of the Sanitary Sewer System

5. Does the SSMP reference up-to-date information about maps? YES ~~NO~~
6. Are collection system maps complete, up-to-date, and sufficiently detailed? ~~YES~~ / NO

4.b Preventative Maintenance Program

	2010	2011	2012	2013	2014
Blockages in past years	0	0	0	0	0
Blockages due to:	NA	NA	NA	NA	NA
Roots	NA	NA	NA	NA	NA
Grease	NA	NA	NA	NA	NA
Debris	NA	NA	NA	NA	NA
Other	NA	NA	NA	NA	NA
Average response time					
Ratio of planned cleaning to unplanned cleaning (LF)					
Number of customer complaints in the last year					

7. Does the SSMP contain up-to-date information about preventive operations and maintenance activities? **YES** ~~NO~~

8. Are Rio Dell's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? ~~YES~~ / NO

4.c Rehabilitation and Replacement Plan

9. Does the SSMP contain up-to-date information about the rehabilitation and replacement program? ~~YES~~ / NO

10. Does the SSMP contain up-to-date information about Closed Circuit Television (CCTV) inspections? **YES** ~~NO~~

11. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies? ~~YES~~ / NO

12. Does the Capital Improvement Plan (CIP) address prioritized projects for collection system assets? ~~YES~~ / NO

4.d Training

13. Does the SSMP contain up-to-date information about existing training programs? ~~YES~~ / NO

14. Do supervisors believe their staff are sufficiently trained? ~~YES~~ / NO

15. Are staff satisfied with the training opportunities and support offered to them? ~~YES~~ / NO

4.e Equipment and Replacement Part Inventories

16. Does the SSMP reference up-to-date information about equipment and replacement part inventories? **YES** ~~NO~~

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

17. Does the SSMP contain up-to-date information about design and construction standards? ~~YES~~ / NO

	2010	2011	2012	2013	2014
Number of dry weather SSOs	0	0	0	0	0

Number of wet weather SSOs	0	0	0	0	0
Total number of SSOs	0	0	0	0	0
Number of SSOs per 100 miles of sewer per year	NA	NA	NA	NA	NA
Number of SSOs < 100 gallons	NA	NA	NA	NA	NA
Number of SSOs 100 to 999 gallons	NA	NA	NA	NA	NA
Number of SSOs 1,000 to 9,999 gallons	NA	NA	NA	NA	NA
Number of SSOs >10,000 gallons	NA	NA	NA	NA	NA
Total volume of SSOs	NA	NA	NA	NA	NA
Total volume recovered	NA	NA	NA	NA	NA
Net volume of SSOs (total minus recovered)	NA	NA	NA	NA	NA
Total volume conveyed to wastewater treatment plant	NA	NA	NA	NA	NA
Percent volume conveyed (100 x (Total volume conveyed – Volume of SSOs) / Total volume conveyed)	NA	NA	NA	NA	NA
SSOs caused by:	NA	NA	NA	NA	NA
Roots	NA	NA	NA	NA	NA
Grease	NA	NA	NA	NA	NA
Debris	NA	NA	NA	NA	NA
Pipe failure	NA	NA	NA	NA	NA
Pump station failure	NA	NA	NA	NA	NA
Capacity-limited pipe segment (no debris)	NA	NA	NA	NA	NA
Other	NA	NA	NA	NA	NA
Number of locations with more than one SSO in the past year	NA	NA	NA	NA	NA
Average response time – during business hours	NA	NA	NA	NA	NA
Average response time - after business hours	NA	NA	NA	NA	NA

ELEMENT 6. SSO & BACKUP RESPONSE PLAN

18. Does the SSMP contain an up-to-date version of SSO Response Plan? **YES** ~~NO~~
19. Is the Response Plan effective in handling SSOs? (if YES, indicate specific information under the "Evaluation of the Effectiveness of the SSMP" section below) ~~YES~~ / NO

ELEMENT 7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

20. Does the SSMP reference or contain up-to-date information about the Rio Dell's FOG control program? **YES** ~~NO~~
21. Is the current FOG program effective in documenting and controlling FOG sources? ~~YES~~ / NO
22. Are all public outreach materials for the FOG program current? ~~YES~~ / NO

	2010	2011	2012	2013	2014
Number of SSOs caused by FOG	0	0	0	0	0
Planned cleaning (LF)					
Unplanned cleaning (LF)					
Ratio of planned to unplanned cleaning (LF)					
Number of FOG inspections completed					

ELEMENT 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

	2010	2011	2012	2013	2014
Number of SSOs caused Hydraulic Limitations	0	0	0	0	0

23. Does the SSMP reference or contain up-to-date information about Rio Dell's capacity assessment activities and documentation? **YES / NO**

24. Is the City of Rio Dell sufficiently addressing hydraulic deficiencies? **YES / NO**

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

25. Does the SSMP reference up-to-date information about the Rio Dell's data collection and organization (e.g. use of CMMS, performance indicators, etc.)? **YES / NO**

26. Is Rio Dell's data collection and organization sufficient to evaluate the effectiveness of the SSMP? **YES / NO**

ELEMENT 10. SSMP PROGRAM AUDITS

27. Will this SSMP Audit be completed by every two years starting in 2014? **YES / NO**

ELEMENT 11. COMMUNICATION PROGRAM

28. Is Rio Dell's website up-to-date, including information related to providing an opportunity for public input on the SSMP? **YES / NO**

Evaluation of the Effectiveness of the SSMP

The City of Rio Dell has not had an SSO since before 2007. The City of Rio Dell is cleaning the entire collection system at a frequency of every 2-3 years. Rio Dell has a closed circuit television camera which they use for waste water line inspections and repairs.

<Include information here regarding your evaluation of the effectiveness of the SSMP. Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC requires this evaluation. Use the information as indicated in Element 9 above or any other performance measures such as meeting the goal of cleaning so many miles per year, or number of SSOs, or funds spend on rehabilitation/replacement, etc. -- whatever metrics apply to your agency.>

Description of Scheduled Updates/Changes to the SSMP

- Update the organization and staffing contact information;
- Update information about maps;
- Update information about preventive operations and maintenance activities (I/I reduction program);
- Update information about Closed Circuit Television (CCTV) inspections;
- Update information about equipment and replacement part inventories;
- Update version of SSO Response Plan;
- Update information about the Rio Dell's FOG control program (eliminate program?);
- Update information about the Rio Dell's data collection and organization; and
- Create a Water Sampling Plan to attach to the OERP.

Completion of the above SSMP modifications will take place during the SSMP update to be completed prior to July 2015.

APPENDIX D

RIO DELL EMERGENCY OVERFLOW RESPONSE PLAN

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0004393	1/05/2016	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	343.42
0004394	1/05/2016	[3975] AT&T - 5709	DOCSTAR USER LICENSES & SOFTWARE SYSTEM	55.90
0004395	1/05/2016	[5722] MARY BURROWS	U-VERSE INTERNET SERVICE 12/16/15 THRU 1/15/16	209.35
0004396	1/05/2016	[5330] CAPITAL ONE COMMERCIAL	CUSTOMER DEPOSIT REFUND	13.04
0004397	1/05/2016	[2303] COAST CENTRAL CREDIT UNION	COSTCO - CUTLERY	120.00
0004398	1/05/2016	[2313] COSTCO	POA DUES FOR PPE 12/25/15	55.00
0004399	1/05/2016	[3148] COUNTY OF HUMBOLDT	ANNUAL MEMBERSHIP RENEWAL	20.00
0004400	1/05/2016	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	ASSESSOR PARCEL MAP UPDATES; MAPS 052, 052-22	240.00
0004401	1/05/2016	[2385] EUREKA READYMIX	LIFE INSURANCE FOR JANUARY 2016	295.56
0004402	1/05/2016	[4474] IIMC	22.34 TONS SAND	155.00
0004403	1/05/2016	[2570] NILSEN COMPANY	ANNUAL MEMBERSHIP FEE THROUGH 3/31/17	330.00
0004404	1/05/2016	[2569] NORTH COAST LABORATORIES, INC.	63 BAGS SOLAR ROCK SALT	60.00
0004405	1/05/2016	[4338] QUILL CORPORATION	COLIFORM QUANTI-TRAY	129.69
0004406	1/05/2016	[2742] SCOTIA TRUE VALUE HARDWARE	SAMSUNG TONER CARTRIDGE; ONE PACK SCOTCH MAGI	59.75
0004407	1/05/2016	[2709] STAPLES DEPT. 00-04079109	UPS SHIPPING CHARGES	1,471.24
0004408	1/05/2016	[2319] SUDDENLINK COMMUNICATIONS	50 PK 42 GAL BLACK CONTRACTOR BAGS	250.76
0004409	1/05/2016	[2714] SWRCB ACCOUNTING OFFICE	ONE 12"x27" WALL CALENDAR; ONE 20"x30" WALL C TWO PACK HP TONER CARTRIDGE	2,148.69
0004410	1/05/2016	[2735] TIMES-STANDARD	DELL INSPIRON PC; TWO 24" MONITORS; INK CARTR MONTHLY BROADBAND SERVICE FOR JANUARY 2016	165.94
0004411	1/05/2016	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	LARGE WATER SYSTEM FEES FOR 7/1/14 THROUGH 6/	5,239.47
0004412	1/05/2016	[5166] VSP-VISION SERVICE PLAN	52 WEEK NEWSPAPER SUBSCRIPTION	424.71
0004413	1/08/2016	[2366] EEL RIVER DISPOSAL INC	RETIREMENT FOR PPE 12/25/15	698.30
0004413	1/13/2016	[0576] 101 AUTO PARTS	VISION INSURANCE FOR JANUARY 2016	213.95
0004414	1/13/2016	[4109] ACCESS HUMBOLDT	GARBAGE BAGS FOR THE MONTH DECEMBER 2015	
0004415	1/13/2016	[3108] ACCUFUND, INC.	COUPLER; 40 PK TERRY RAGS	
0004416	1/13/2016	[3975] AT&T - 5709	COUPLER; ADAPTER	
0004417	1/13/2016	[4603] CALIF. BUILDING STANDARDS COMMISSION	TWO WIPER BLADES	
			31AHD BATTERY	
			HALOGEN LAMP	
			SL FRANCHISE OVERSIGHT; ON BEHALF OF LFAS PER	270.00
			UPGRADE TO 5.04 ON 12/17/15	
			PHONE EXPENSES FOR DECEMBER 2015	612.50
			PERMIT ASSESSMENT FEES FOR OCTOBER THROUGH DE	466.31
			PERMIT ASSESSMENT FEES FOR JULY THROUGH SEPT	41.40

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0004418	1/13/2016	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR JANUARY 2016 LAB TESTING FOR OCTOBER THROUGH DECEMBER 2015	4,120.00
0004419	1/13/2016	[5944] COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES REGARDING WATER RATE PROTESTS	175.00
0004420	1/13/2016	[2342] DEPT OF CONSERVATION DIVISION OF ADMIN.	STRONG MOTION INSTRUMENTATION & SEISMIC HAZAR	110.41
0004421	1/13/2016	[5568] DIVISION OF THE STATE ARCHITECT	STRONG MOTION INSTRUMENTATION & SEISMIC HAZAR	
0004422	1/13/2016	[2393] FASTENAL COMPANY	DISABILITY ACCESS & EDUCATION FEES FOR JULY T DISABILITY ACCESS & EDUCATION FEES FOR OCTOBE	28.80
0004423	1/13/2016	[4855] FRESHWATER ENVIRONMENTAL SERVICES	CORDLESS BANDSAW; PIV HEAD FLOODLIGHT; HAMMER	1,710.50
0004424	1/13/2016	[5052] GHD, INC	CONSULTING SERVICES FOR SSMP AUDIT 2015 ENGINEERING SERVICES THROUGH 12/20/15 FOR MET	760.00 12,237.75
0004425	1/13/2016	[5932] HIGH ROCK CONSERVATION CAMP	ENGINEERING SERVICES FOR DOWNTOWN STREETSCAPE	2,100.00
0004426	1/13/2016	[2521] LEAGUE OF CALIF. CITIES	PROFESSIONAL SERVICES FOR BRUSH REMOVAL AT NO	
0004427	1/13/2016	[5511] LOMIGLIO, DENISE	2016 MEMBERSHIP DUES	50.00
0004428	1/13/2016	[4908] MITCHELL BRISSE DELANEY & VRIEZE	CUSTOMER DEPOSIT REFUND	41.19
0004429	1/13/2016	[2570] NILSEN COMPANY	LEGAL SERVICES FOR DECEMBER 2015	1,883.40
0004430	1/13/2016	[2410] NORTH COAST CLEANING SERVICES, INC.	LEGAL SERVICES FOR DECEMBER 2015 LEGAL SERVICES FOR DECEMBER 2015 LEGAL SERVICES FOR DECEMBER 2015 LEGAL SERVICES FOR DECEMBER 2015 63 BAGS SOLAR ROCK SALT 63 BAGS SOLAR ROCK SALT MONTHLY CLEANING SERVICES FOR DECEMBER 2015	660.00 471.00
0004431	1/13/2016	[2577] NTU TECHNOLOGIES, INC.	932, 1 (275 GALLON) TOTE	3,648.00
0004432	1/13/2016	[5724] JOHN PARKER	CUSTOMER DEPOSIT REFUND	156.15
0004433	1/13/2016	[2603] PG&E	UTILITY EXPENSES FOR DECEMBER 2016	14,535.49
0004434	1/13/2016	[5222] R.J. RICCIARDI, INC	PROFESSIONAL SERVICE FOR THE PERIOD ENDING 12	4,340.68
0004435	1/13/2016	[3032] RENDEZVOUS MUSIC & VENDING	COFFEE	63.00
0004436	1/13/2016	[2659] RIO DELL PETTY CASH	FUEL FOR MOWER; PROPANE	47.71
0004437	1/13/2016	[2664] ROGERS MACHINERY INC	GOULDS AQUAVAR VARIABLE SPEED DRIVE CONTROLLE	5,966.26
0004438	1/13/2016	[5564] SALMON, COLE	CUSTOMER DEPOSIT REFUND	12.29

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0004439	1/13/2016	[2742] SCOTIA TRUE VALUE HARDWARE	SEVEN BAR & CHAIN OIL TWO 3/8 X HEX LAG BOLTS FOUR BIKE HOOKS; TWO 4" RED LADDER SCREW HOOK 1" BRASS PIPE PLUG	122.14
0004440	1/13/2016	[2693] SHELTON'S AUTO LUBE	4 OZ BLACK MED ABS CEMENT; 3" SPGX FIP ADAPTE	55.87
0004441	1/13/2016	[4525] SHERLOCK RECORDS MGMT	FULL OIL CHANGE FOR 2013 FORD INTERCEPTOR	89.20
0004442	1/13/2016	[4699] SIERRA CHEMICAL CO	STORAGE SERVICE FOR DECEMBER 2015 CONTAINER DEPOSIT REFUND CONTAINER DEPOSIT REFUND	4,203.15
0004443	1/13/2016	[2672] ST. JOSEPH HEALTH SYSTEM HUMBOLDT CO.	CHEMICALS & CONTAINER DEPOSITS	1,800.00
0004444	1/13/2016	[2710] STARPAGE	CHEMICALS & CONTAINER DEPOSITS	12.95
0004445	1/13/2016	[2319] SUDDENLINK COMMUNICATIONS	SART SANE EXAM ACUTE	134.95
0004446	1/21/2016	[5443] AIRGAS USA, LLC	PAGING SERVICE FOR JANUARY 2016	21.00
0004447	1/21/2016	[4295] AMBROSINI & SONS ELECTRIC, INC	INTERNET SERV ICE 1/10/16 TO 2/9/16 CYLINDER RENTAL	445.43
0004448	1/21/2016	[2285] CC MARKET (1)	LABOR & MATERIALS TO REPLACE 2 ABB CONTACTORS	44.87
0004449	1/21/2016	[2303] COAST CENTRAL CREDIT UNION	FIVE BOTTLES BLEACH	120.00
0004450	1/21/2016	[5127] DELTA DENTAL	BIRTHDAY CAKE FOR THE MONTH OF JANUARY 2016	2,274.04
0004451	1/21/2016	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	POA DUES FOR PPE 1/8/16 DENTAL INSURANCE FOR FEBRUARY 2016 RESTOCKING FEE - DELIVERED ALTERNATOR INSTEAD	106.88
0004452	1/21/2016	[5241] GE CAPITAL	XEROX COPIER PAYMENT FOR JANUARY 2016	482.13
0004453	1/21/2016	[2501] HAJOCA CORPORATION	SIX SS ROMAC CLAMPS	638.64
0004454	1/21/2016	[3804] FAY HARP	CUSTOMER DEPOSIT REFUND	42.16
0004455	1/21/2016	[2474] HUMMEL TIRE & WHEEL, INC	FRONT BRAKE PADS AND ROTORS FOR 2002 FORD CRO	314.54
0004456	1/21/2016	[5863] GINA NIELSEN	CUSTOMER DEPOSIT REFUND	231.34
0004457	1/21/2016	[2569] NORTH COAST LABORATORIES, INC.	NITRATE/NITRITE; ORGANIC NITROGEN-WATER; TOTA	185.00
0004458	1/21/2016	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00
0004459	1/21/2016	[4338] QUILL CORPORATION	ONE BOX ADDRESS LABELS; ONE PK POST-IT NOTE P	124.46
0004460	1/21/2016	[2694] SHELL OIL CO.	ONE PK MISC 1099 FORMS ONE BOX CASH REGISTER RIBBONS; INK PEN REFILL ONE PK 1098 FORMS PD FUEL EXPENSES FOR DECEMBER 2015 PW FUEL EXPENSES FOR DECEMBER 2015 PW FUEL EXPENSES FOR JANUARY 2016 PW FUEL EXPENSES FOR JANUARY 2016	2,103.13

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0004461	1/21/2016	[4570] SHRED AWARE	SHREDDING	70.00
0004462	1/21/2016	[2692] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	QUARTERLY PREMIUM FOR WORKER'S COMPENSATION I	20,217.00
0004463	1/21/2016	[5956] SMALL TOWN HEATING & AIR	REPAIR REZNOR HEATER	160.00
0004464	1/21/2016	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	REPAIR REZNOR HEATER	
0004465	1/27/2016	[2224] AQUA BEN CORPORATION	RETIREMENT FOR PPE 1/8/16	5,262.92
0004466	1/27/2016	[3975] AT&T - 5709	HYDROFLOC 750L 55 GAL DRUM	814.23
0004467	1/27/2016	[2237] BANK OF AMERICA BUSINESS CARD	U-VERSE INTERNET SERVICE 12/16/15 - 1/15/16	55.90
			NORTH COAST UNIFIED AIR QUALITY MANAGEMENT DI	4,042.38
			AMAZON - SPEEDY INKS XEROX COMPATIBLE INK TON	
0004468	1/27/2016	[4892] KEVIN T CALDWELL	AMAZON - THREE 20" X 30" AT-A-GALNCE MONTHLY WESTERN INTEGRATED TECHNOLOGIES -	
0004469	1/27/2016	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	RADIOSHACK - REIMBURSEMENT FOR WIRELESS PRESE	32.61
0004470	1/27/2016	[3148] COUNTY OF HUMBOLDT	SIGNALS & LIGHTING FOR OCTOBER 2015 THROUGH D	252.46
0004471	1/27/2016	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	ASSESSOR PARCEL MAP UPDATES; MAPS 52-12 & 52-	11.00
0004472	1/27/2016	[2405] FORTUNA ACE HARDWARE	LIFE INSURANCE FOR FEBRUARY 2016	240.00
0004473	1/27/2016	[2437] HACH	SIX GAL ACE BAR & CHAIN OIL; FOUR GAL CM BAR	144.61
0004474	1/27/2016	[2474] HUMMEL TIRE & WHEEL, INC	aa REAGENT SER, CHLORINE FREE CL-17	185.05
0004475	1/27/2016	[1682] WESLEY HUNT	ONE BLACK EAGLE TUBE	9.67
0004476	1/27/2016	[2546] MERCER FRASER CO., INC.	REFUND FOR OVER PAYMENT	34.11
0004477	1/27/2016	[2570] NILSEN COMPANY	10.41 TONS ASPHALT CONCRETE	1,000.61
0004478	1/27/2016	[2569] NORTH COAST LABORATORIES, INC.	63 BAGS SOLAR ROCK SALT	330.00
0004479	1/27/2016	[5881] RESLOCK, JAMES	COLIFORM QUANTI-TRAY	60.00
0004480	1/27/2016	[2742] SCOTIA TRUE VALUE HARDWARE	CUSTOMER DEPOSIT REFUND	186.06
			ZIP TIES & 48" SCOOP SHOVEL	307.45
			BARN/SNOW SHOVEL	
			8 X 10 TARP COVER; 10 X 12 TARP COVER	
			TWO MM GAL BAR & CHAIN OIL	
			TWO STAINLESS STEEL CONNECTORS; CHR PULL KITC	
0004481	1/27/2016	[2709] STAPLES DEPT. 00-04079109	KEYBOARD	222.11
			TARGUS WIRELESS PRESENTER	
			PENS & LABEL WRITER SELF ADHESIVE FILE FOLDER	
0004482	1/27/2016	[3682] THOMSON REUTERS-WEST	MOUSE PAD, MOUSE & PACKING PEANUTS CA PENAL CODE 2016 PAMPHLET	104.64

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0004483	1/28/2016	[5381] ALTERNATIVE BUSINESS CONCEPTS	STAPLES FOR XEROX COPIER	1,585.80
0004484	1/28/2016	[5942] KEENAN & ASSOCIATES	MONTHLY MAINTENANCE & COPY CHARGES FOR NOVEMB	15,852.46
			HEALTH INSURANCE FOR FEBRUARY 2016	
			Total Checks/Deposits	132,340.56